



Career Service Authority

Recreation Trainee

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GENERAL STATEMENT OF CLASS DUTIES

This is trainee level work in a recreation program used for Recreation Facility Assistant, Lifeguard, and Recreation Instructor.

DISTINGUISHING CHARACTERISTICS

This class is a trainee in the recreation program. Minimum length of time in training class: 6 months; Maximum: 1 year.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in and develops acceptable work habits and behaviors required in a structured work environment.

Trains in and performs work procedures related to the assignment and participates in vocational training offered by the employing agency, including training courses provided by Career Service Authority.

Trains in, observes and enforces safety procedures and rules.

Trains to and assists with the scheduling, materials and equipment preparation, and instruction of sports and other organized recreation activities.

Trains to identify, use, and maintain tools and equipment used in various recreation programs.

Trains to perform simple recordkeeping, report writing and forms completion.

Pursues training through community organizations and educational institutions, as required.

Trains to observe, patrol pool and enforce safety regulations.

Trains to assist swimmers from water when in danger.

Trains to perform resuscitation and first aid when appropriate.

Trains to perform the basic swimming strokes.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Skill in following oral, written and demonstrated instructions.

Skill in reading, interpreting and applying departmental policies and procedures, work orders, caution labels and street signage.

Skill in training in and developing basic, acceptable work behaviors, as defined in the training.

Skill in enforcing rules and regulations.

Skill in performing water safety resuscitation and first aid.

Skill in performing the basic strokes in swimming

Skill in preparing simple work records and reports.

Skill in recording information accurately and completely.

Skill in performing simple arithmetic operations involving addition, subtraction, multiplication and division.

Skill in communicating and presenting factual information relative to the work assignment.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in understanding and following oral, illustrated or demonstrated instructions

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 25 - 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Mathematical reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Exposed to unpleasant elements (accidents, injuries and illness)

Exposed to pool chemicals.

Education Requirement:

Graduation from high school or possession of a GED Certificate desirable.

Experience Requirement:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 11/01/02

REVISED BY: Jayne Lujan

CLASS HISTORY Job responsibilities and pay were revised as a request from the agency.