



***Temporary Employee
Classification***
Parks & Community Services

Recreation Program Aide

Job Task/Duties:

- Assists with program set up and clean up.
- Assists with program implementation.
- Assists program participants.

Responsibility Level:

- Performs assigned tasks with indirect supervision.
- Interacts with patrons and gives limited information and direction.
- Provides some input into the decision-making process.
- Handles money for program or activity.

Experience Level:

- Demonstrates basic understanding of program objectives, operations, supplies and needs.
- Demonstrates some experience and/or familiarity with program operations.

Knowledge:

- Operational rules and protocols of assigned facility.
- Basic program concepts and design.
- Basic customer service practices.

Skills:

- CPR and First Aid certification.
- Operate cash register and credit card terminal
- Safe operation of assigned program equipment.
- Set up program equipment and/or activity area.
- Establish and maintain effective working relationships.

Abilities:

- Lift up to 25 pounds.
- Move and set up assigned program equipment and supplies.
- Climb, squat, kneel, sit on floor, as needed to accomplish job duties.
- Assemble basic equipment, tools and supplies.
- Operate tools and equipment.
- Ability to work flexible hours.

ASSIGNMENTS WITHIN RECREATION PROGRAM AIDE CLASSIFICATION

Division	Program	Assignment	Manager
Civic Arts	Theatre	Theater Aide	Jorgensen
	Youth Services	Youth Services Aide	
	Environ. Ed.	Camp Aide	
Human Services	Paratransit	Paratransit Aide	Morley
Leisure Services	Youth/Adult Sports	Youth Sports Official Youth Sports Program Aide Field Preparation Aide	Spiller
	Aquatics	Cashier (does not fall under special requirements or salary schedule of Aquatics Program Aide)	