



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

Recreation Program Trainee

Job Task/Duties:

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

Responsibility Level:

- Performs basic tasks under direct supervision.
- Interacts with clients under direct supervision.
- Minimal decision-making authority.

Experience Level:

- Entry level or training classification.
- Very little if any experience.

Knowledge:

- Basic operational rules and protocols of assigned facility.
- Ability to learn and perform proper care/storage of program equipment/supplies.
- Basic customer service practices.
- Basic program concepts.

Skills:

- Operate activity equipment and tools.
- Follow directions.
- Work in a team environment.
- Develop and maintain effective working relationships.

Abilities:

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

ASSIGNMENTS WITHIN RECREATION PROGRAM TRAINEE
CLASSIFICATION

Division	Program	Assignment	Manager
Civic Arts	Theatre	Theater Trainee	Jorgensen
	Youth Services	Santa Trainee Youth Services Trainee Kid's Night Out Trainee	
	Environ. Ed.	Camp Trainee	
Human Services	Senior Center	Senior Center Hostess	Morley
Leisure Services	Softball	Scorekeeper	Spiller
	Youth/Adult Sports	Knothole (baseball) Trainee	