



CLASS SPECIFICATION

Class Code: 60004033
Date Established: 10/1977
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 02/2025
FLSA: non-exempt

SEASONAL SENIOR RECREATION AIDE

DEFINITION

Under general supervision, plans, develops and coordinates a major area of public recreation activities on a seasonal basis; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months of professional experience coordinating recreational activities; OR six months of customer service experience which included frequent interaction with the public; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Some assignments may require training/certification in Basic First Aid and CPR. Required certifications must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, promote, coordinate, and direct recreation activities for an assigned area of recreation programs.

Provide lead direction and training to assigned staff; provide feedback on the performance of assigned staff; and coordinate recreation services in an assigned area, such as youth and adult programs, classes, and special events.

Interpret recreation program policies and regulations for the public.

Assist in the promotion of recreation programs and services.

Direct the maintenance of facilities, equipment, and program resources.

Gather data and develop reports regarding program attendance, success of programs, and participant satisfaction.

Request supplies necessary for a variety of recreation activities such as arts/crafts and sporting equipment.

May provide information concerning the use of a park or other public facility, including park rules and regulations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Goals and objectives, functions, protocol, and activity guidelines of an assigned recreation program or activity.

Ability to:

Provide lead direction and work coordination for other staff.

Work with and coordinate local interests in the development of recreation programs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic principles, practices, organization, and delivery of recreation programs and activities.

Teaching techniques.

CPR, first aid, safety and injury prevention.

Ability to:

Plan and implement activities geared to appropriate age groups.

Assist in promoting community participation in recreation activities.

Inspire confidence and enthusiasm.

Maintain accurate records; prepare reports and other pertinent information as assigned for supervisors and participants.

Communicate effectively and courteously with the public.

Interact effectively and without bias to individuals from diverse populations.

Establish, foster, and maintain effective and cooperative working relationships with all those contacted through the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand, and walk for extended periods. Ability to frequently stoop and kneel. Ability to use recreation activity equipment and operate office equipment, including computer, telephone, calculators and copiers. Ability to lift and carry objects weighing up to 50 pounds. Ability to work outside in varying temperatures and weather conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.