



CLASS SPECIFICATION

Class Code: 60004034
Date Established: 10/1977
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 02/2025
FLSA: non-exempt

SEASONAL RECREATION AIDE

DEFINITION

Under general supervision, performs a variety of duties in support of a recreation program or activity; assists in the operation of facilities that require collection of monies for admissions, programs, and concession within the Washoe County Park System; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of participation in organized activities such as sports teams, clubs, volunteer programs, community service programs, or school events OR three months of experience in a customer service, recreation, education, or childcare setting; 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.)*

Collect money and fees, make change, provide receipts, and balance money collected.

Direct and coordinate recreation activities, organize groups and classes by age and ability, and register participants.

Supervise the issue, use, and care of supplies and equipment.

Maintain records on activity and program operation and prepare reports as necessary.

Oversee participants and patrons to ensure safety; enforce rules and regulations pertaining to safe facility operations.

Demonstrate operation of point of sale system and concession appliances and equipment.

Perform basic janitorial duties, ensuring facility cleanliness.

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

Ability to:

Independently perform work assignments at an assigned location within the Washoe County Park System.

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

Knowledge of:

General math, including addition, subtraction, multiplication and division.

CPR, first aid, safety, and injury prevention.

Ability to:

Learn the principles, practices, equipment and organization of an assigned recreation program or activity.

Plan and conduct recreation activities geared to appropriate age groups.

Demonstrate and promote participation in recreation activities.

Inspire confidence and enthusiasm in program participants.

Maintain accurate records and prepare reports.

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, calculator, and copier. Ability to lift and carry objects weighing up to 50 pounds. Ability to work outdoors in varying temperatures and weather conditions.

Weekends and evening shifts may be required.

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