

RECREATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents are responsible for attending to persons using recreational facilities and for ensuring the orderly use of those facilities; collecting and accounting for fees and tickets, the issuing and collection of equipment, the orderly conduct of participants and the maintenance of facilities; This routine work is performed under specific instructions, in accordance with established policies and procedures but with little direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects tickets and fees in the form of cash and/or credit cards, makes correct change and accounts for all monies received at the facility; Maintains an accurate record of transactions and balances monies at the end of shift and makes bank deposits when assigned; Maintains daily records and reports; Maintains order as required at assigned work station and ensures that patrons are adhering to facility rules; Monitors supply levels and reports missing and broken items; Provides information to patrons regarding facility rules and general information about the area and services offered; Maintains and prepares courts, fields, facilities, etc.; Cleans, services and maintains buildings and facilities, including restrooms, by sweeping, mopping, vacuuming, washing windows, dusting, moving furniture and equipment, picking up litter, emptying trash receptacles, raising and taking down flags, and performing incidental landscaping duties such as watering flowers; Utilizes standard office equipment such as calculators, cash register, copy machine and computer spreadsheet and word processing software; Keeps records and makes reports; Assigns courts and other facilities; Issues equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the rules and regulations of the recreational facility as applicable; Good knowledge of the areas and services offered; Working knowledge of first aid methods; Working knowledge of computer software; Ability to read and write; Ability to keep accurate records and accounts; Ability to maintain order and to communicate effectively with the public; Ability to perform light manual labor; Ability to get along well with others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required

Revised 1/21/85; 8/3/11

Reviewed 8/4/22