



Job Description  
Minimum Wage: \$8.20/hr.

## Recreation Aide I – After-School Program (Part-time)

**DEFINITION:** Under direction from the Recreation Aide II, the Aquatics/Special Events Supervisor and/or the Recreation Manager, assist the Recreation Aide II in supervising youth at the recreation center during the after-school program. Assist with a variety of games, crafts, special events, tournaments, and other activities as assigned. Promote open communication with parents/guardians, enforce site rules through the use of progressive discipline steps, maintain and care for school/site equipment and property, and follow all city policies and procedures. Recommend activities to the Recreation Aide II.

**CLASSIFICATION:** This is a non-exempt, part-time position with no benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

- Identify key elements and strategies for planning and preparing effective and safe programs.
- Identify key class management principles, elements and strategies for planning, preparing and conducting safe programs.
- Observe, and develop teaching strategies.
- Modify supervision to meet unexpected challenges including dealing with participants who misbehave.
- Demonstrate the ability to accommodate participants with disabilities and other health conditions.
- Prevent, recognize and respond to emergency situations.
- Perform rescue and first aid functions.
- Enforce A.S.P. regulations fairly and uniformly.
- Answer inquiries and provide information to the public regarding daily schedule and program aspects.
- Insure the integrity of Recreation Center amenities, and cleanliness of facilities.
- Document and report incidents and accidents according to City requirements.
- Participate in mandated training.
- Perform all work duties and activities in accordance with City policies and procedures.
- Work in a safe manner and report unsafe activity and conditions. Follow City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Manual.
- Assist in other departmental programs including, but not limited to, adult sports, therapeutic recreation, youth sports, special events, and Recreation Center rentals.
- Perform other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to obtain community first aid certification and CPR for the Professional Rescuer certification. Also desirable, if requested: ability to obtain food handler's card.
- Work with customers of all age ranges, from infants through adults and older adults.
- Communicate effectively with the public and other employees.
- Understand youth programming principals.
- Proficient in directing and motivating a large contingent of youth participants.
- Represent the City of Cottonwood in appearance, professionalism and integrity.
- Must have reliable transportation, and be at least 16 years of age.

**Recreation Aide I - After-School Program (Part-time) - Continued**

**PHYSICAL REQUIREMENTS:**

- Ability to lift objects up to 50 pounds.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to respond quickly in an emergency situation.
- Capability to handle large groups of active youth.
- Able to meet the demands of a physically strenuous workday. That involves vigorous programming.
- Periodically works outdoors.

**HOURS:** Shifts are Monday-Friday 2:00 PM - 6:00 PM, with the exception of Wednesday 1:00 PM.- 6:00 PM. And summer hours are Monday-Friday 8:00 a.m.- 6:00 PM. Must also be able to work split shifts, weekdays, weekends and/or evenings as assigned.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Jason Little 4/3/12 \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Iris Dobler 4/3/12 \_\_\_\_\_