

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE FOR PART-TIME/SEASONAL  
**APPROVED:** JULY 26, 2018

### **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; and for performing routine manual labor around the recreational facility. When assigned at a municipal recreation program, the incumbent assists higher level workers with the supervision of recreation programs and activities. The work is performed under the general supervision of an employee of higher rank and in accordance with established policies and procedures. Unusual problems and situations are brought to the attention of the supervisor who will decide what course of action should be taken. Incumbents must be willing to work different shifts, weekends and holidays and employment is generally of a seasonal nature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. 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;
2. Maintains an accurate record of transactions and balances monies at the end of shift and makes bank deposits when assigned;
3. Maintains order as required at assigned work station and ensures that patrons are adhering to facility rules (i.e., starts players at Golf Course, ensures that boats are launched at the marina in an orderly manner, and ensures patrons park properly);
4. Maintains daily records and reports;
5. Provides information to patrons regarding facility rules and general information about the area and services offered;
6. Utilizes standard office equipment such as calculators, cash register, copy machine, and computer spreadsheet and word processing software;
7. 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;
8. Monitors supply levels and reports missing and broken items;
9. When assigned to a marina, the incumbent is responsible for working the gas console, taking gas readings, and climbing a ladder to measure gas; for cleaning the fish station and hosing off the cement pad frequently; removing debris from the launch ramps; sweeping goose droppings from the docks; and locking permanent dock gates.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the rules and regulations of the recreational facility as applicable; good knowledge of the area and services offered; working knowledge of first aid methods; working knowledge of computer software; skill in the supervision of sports, games, arts and crafts; ability to get along well with others; ability to maintain order and to communicate effectively with the public; ability to keep accurate records and accounts; good judgment; reliability; willingness to work shifts, weekends, and holidays; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None required.