



City of Laguna Niguel Job Description

RECREATION AIDE PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Assist in planning and implementing recreation programs for children and other residents.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assist with, and sometimes lead, arts and crafts, cooking/baking, games, hikes, stories, songs, sports activities, and other camp-related activities.
- ◆ Supervise and aid children in activities.
- ◆ Help in preparation and clean-up for camp.
- ◆ Assist Recreation Supervisors and Recreation Leaders with preparing for and conducting special events; set-up and take-down tables, chairs, canopies, etc.
- ◆ Aid Recreation Leaders with day camps, one-day events, and other recreation programs.
- ◆ Make posters and banners.
- ◆ Help with general office duties, including answering the telephone and registering patrons.
- ◆ General cleaning as needed.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Basic games, sports activities, arts and crafts, and stories that can be used in a recreation setting.

Ability to:

- ◆ Work effectively with children of all ages.
- ◆ Recognize the need to initiate an activity.
- ◆ Start an activity that is in compliance with the Recreation Department's philosophy.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Understand and carry out oral and written instructions.
- ◆ Deal courteously and cooperatively with the public.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Some experience in working or volunteering in recreation programs, classrooms, daycare, or similar setting.

Equivalent to completion of ninth grade.

Possession of, or ability to obtain, a work permit if necessary.

Licenses:

Possession of, or ability to obtain, First Aid and CPR certificates within 15 days of employment.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must often lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderate when in the field.