

Department: In all Civil Divisions  
Classification: Non-Competitive (Seasonal)  
Grade: \_\_\_\_\_

SPEC DISK H1  
DOCUMENT 09  
FLSA Non - Exempt

## **RECREATION ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of beginning level recreation tasks in assisting a Recreation Leader in the conduct of recreation activities. Work is performed under the direct supervision of a Recreation Leader. Supervision may be exercised over subordinate staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the conduct of a program at a recreation center or facility;  
Assists in the conduct of socials, dances, tournaments, special events, story telling sessions, dramatics and other recreation activities;  
Assists with officiating at athletic contests;  
Assists with the chaperoning of trips and other group activities;  
Assists in the instruction of children in games, sports, arts and crafts, dances, singing, dramatics and similar activities;  
Supervises the conduct of children's games and maintains order;  
Maintains records of attendance, activities and equipment;  
Prepares schedules for sports and special events;  
Distributes and collects equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the organization and conduct of several types of sports, games, hobbies or other recreational activities; ability to maintain simple records; ability to understand and follow simple directions; reliability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Completion of two years of a four year high school course; or
- (b) An equivalent combination of training and experience.