

CITY OF OBERLIN JOB DESCRIPTION
Recreation Aide

Title:	Recreation Aide	Department:	Planning & Development, Recreation Division
Supervisor:	Recreation Superintendent; Recreation Coordinator; Site Supervisor; Group Leaders	Positions Supervised:	N/A
Status:	Part-time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Temporary, Seasonal
Schedule:	As assigned by Recreation Superintendent / Recreation Coordinator		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Responsible for supervision of program participants. Responsible for supervising safe and appropriate play activities. Responsible for maintaining facilities and equipment. Required to assist with other events sponsored by the Oberlin Recreation Division (i.e. tournaments, festivals and community events). May be required to assist in the operation of concession stand. As a representative of the Oberlin Recreation Division, a uniform will be provided along with a work identification (ID) badge, which must be worn during working hours at all times. Will perform other duties as assigned.

Minimum Qualifications: Must be of legal age for employment in the state of Ohio. Applicants under the age of 18 must provide work permit. Must have experience with a wide variety of recreational activities. Must have the ability to work with and motivate people. Must possess a genuine interest in the well being of children, adults and seniors. Must be available to work weekdays, evenings and weekends, as assigned. Well-organized individual with the ability to work with a diverse population (must be able to exhibit respect for and sensitivity to all children, parents, and staff, in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.).

The position requires proof of current certification in CPR and First Aid (which may be obtained during on-the-job training). The position may require successful completion of additional pre-employment procedures. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Job Duties: *(Essential functions are identified by an "**")*

- Lead and teach various activities including, but not limited to, art, crafts, science, games, sports, theater, and music as directed by Site Supervisor and/or Group Leader*
- Clean all program areas after completion of activities (may include sweeping and spot mopping, checking and cleaning bathrooms, wiping down and picking up materials on tables, etc.)*

- Conduct regular safety checks of your area, and immediately report any problems that need to be corrected to your supervisor*
- Maintain safety of children at all times*
- Render first aid in case of injury*
- Assist the Recreation Site Supervisor and/or Group Leader with ensuring that your area is neat and free of health and safety hazards*
- Keep Recreation Site Supervisor informed of materials and supplies necessary to conduct programs*
- Possess the ability to move to a variety of sites as needed, and to work with staff as assigned by the Recreation Superintendent, Recreation Coordinator and/or Recreation Site Supervisor*
- Represent the City of Oberlin Recreation Division in appearance, professionalism, and integrity*
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with supervisor(s), co-workers, other City employees and members of the public
- Ability to provide effective customer service
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively
- Ability to demonstrate initiative in work environment

Specialized Knowledge, Skills, and Abilities: The Recreation Aide will be assigned to one or more programs, which require unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training, which occurs after the employee is hired.

Licenses and/or Certifications:

- Valid American Red Cross Certification in First Aid and CPR, or equivalent

Work Environment and Equipment Utilized: Work is performed in both indoor and outdoor environments, and may be noisy at times. Work requires active participation in program activities, with varying degrees of physical exertion. The employee may be required to sit or stand for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Com.: _____

Reviewed by City Council: _____