



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Recreation Program Aide	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Assistant Superintendent of Recreation	GRADE/RANK: 3 (Part-Time)
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Supervises after-school, recreation center and summer playground programs for children and youth. Programs include educational, athletic and recreational activities at City playgrounds or recreation centers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists in organizing educational activities, sports and/or recreational programs, and supervising activities;
- Acts as aide for groups at a City playground or recreation center ensuring safety of all participants;
- Ensures that each participant gets an opportunity to participate;
- Sets up and issues recreational and educational equipment;
- Puts equipment away at conclusion of activity;
- Furnishes information regarding Department programs and activities;
- Enforces Recreation Center and playground rules and regulations;
- Helps with homework, tutors and assists in academic needs;
- Maintains discipline and good citizenship and sportsmanship among participants;

- Organizes and leads group in arts, crafts and activities as singing, dancing or other indoor activities;
- Supervises play on playground equipment, ball fields, and similar equipment and facilities to prevent accidents and maintain order;
- Maintains proper decorum among activity participants and sees that City property is not misused;
- Documents all incidents for records;
- Interacts with parents, guardians etc. providing information on activities, conduct and incidents and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess some knowledge of recreation activities, have an ability to provide working leadership to a group of activity participants, an ability to develop and maintain effective relationships with co-workers and with activity participants and the ability to make a good decision on safety and well-being of participants. Must have the ability to plan and carry out activities, communicate with a variety of people and to apply rules and regulations in a fair manner.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High School diploma or equivalent amount of training and experience. Some experience in the supervision of children and/or youth.

SPECIAL REQUIREMENTS:

May be required to work evenings, week-ends and holidays. Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequent requires the exertion of up to 20 pounds of force and occasionally of 50 pounds of force to lift and move objects. Work requires frequent bending, squatting, kneeling, and reaching. Also requires some running, walking and standing for extended periods of time. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and observing general surroundings and activities.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises participants in the program but does not have any responsibility for supervision of staff.

EXAMPLES OF EXPECTED DECISION MAKING:

Determines how to deal with a disruptive child based on written regulations, applies rules independently.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Recreation Program Aide will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019