



SUMMER RECREATION AIDE I
FLSA: Non-Exempt
Grade 11 \$23,347.76 -\$37,356.42

GENERAL DEFINITION

Provides entry-level assistance in the delivery and conduct of recreational programs and leisure services activities for the City. Assignment areas include, but are not necessarily limited to, aquatics programs, youth and summer camp programs, arts and crafts, and leisure services. Essential job duties, as outlined herein, are performed according to the area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Greets internal and external customers of the department; provides direction or directs to appropriate entity.
- Receives and responds to general information requests from the public.
- Supervises activities for varying recreation activities, e.g., game and activity room, outdoor sports, aquatics activities.
- Leads and supervises groups engaged in recreational activities.
- Maintains equipment on athletic fields and in recreation programs.
- Assists in the preparation and operation and special events as directed.
- Checks facilities for safety factors and reports broken or damaged equipment/facilities to appropriate staff.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Occasional driving of City vehicles may be required.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the principles, rules, materials, and equipment used in most recreation activities.
- Working knowledge of the leisure service activity needs of the community.
- Interpersonal skills for communicating and leading recreational activities for a demographically and culturally diverse community.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Must be 18 years of age.

Pass a fingerprinting/local/FDLE background screening process prior to employment,

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PREFERRED

High School Diploma/GED
Valid State of Florida Class "E" Driver's License
Pediatric/Child CPR & First Aid Certification
One-year experience in a childcare program or two-years' experience as a counselor in training
40 hours of Child Care Training with transcripts

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date