

Jurisdictional Class: Non-Competitive
Adopted: March 30, 2007
Revised: July 9, 2010

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performances of recreation tasks in assisting in the conduct of recreation activities at recreation or sports facilities, parks, camps, gyms, or other areas. Work is performed under direct supervision. Supervision may be exercised over subordinates and volunteers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the set-up, conduct, and instruction of children in recreation programs including but not limited to basketball, soccer, bowling, badminton, volleyball, and table game leagues;
Assists in the set-up and conduct of socials, dances, tournaments, and other special events;
Assists with the officiating at athletic contests;
Acts as timer or scorekeeper operating stop watch, score clock, or other timing/scoring devices;
Keeps statistics for games either in scorebook or other means;
Assists with the chaperoning of trips and other group activities;
Assists with the set-up and conduct of a program at a recreation center or other physical facility;
Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, and similar activities and maintains order;
Assists in the conduct of story-telling sessions, dramatics, parties, and similar activities and maintains order;
May operate a movie projector;
Distributes and collects equipment;
Supervises the conduct of children's games and maintains order;
Administers basic first aide when necessary;
Makes up schedule for sports and special events;
Keeps records of attendance, activities, equipment, etc.;
Marks fields;
Distributes, collects, maintains, and repairs equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the organization and conduct of several types of sports, games, hobbies, or other recreational activities;
Working knowledge of basic first aid;
Ability to maintain simple records;
Ability to work with groups of people of all ages;
Ability to understand and follow simple directions.

MINIMUM QUALIFICATIONS: Must be at least 14 years of age and possess working papers.