

Job Description

RECREATION AIDE, SEASONAL & PART-TIME

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Setting up for program activities and serving as an on-site assistant.
- Maintaining facilities and equipment.
- Performing unskilled clerical work and other duties relating to conducting programs.
- Assisting staff by making needed equipment available and monitoring use.
- Observing and/or participating in activities.
- Assisting in maintaining order in compliance with established rules.
- Providing routine information on facility rules and division activities to participants and the general public.
- Maintaining and securing facilities for programs.
- Other duties as assigned.

Minimum Qualifications

Any combination of training, education, and experience equivalent to the completion of the 10th grade (Sophomore year), and at least six (6) months experience working with children in a recreation setting that included arts, crafts, games, and activities. Position requires working flexible hours and availability for weekend, evening and holiday work.

Preferred Qualifications:

- First Aid and CPR certification

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Recreational activities

Skills required:

- Meet and deal tactfully and effectively with the public
- Working with youth
- Perform simple mathematical calculations and perform multiple duties simultaneously
- Communicate effectively, both verbally and in writing
- Establish and maintain effective working relationships

Abilities:

- Physical movement

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations, and statistics.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Physical Ability: Typically requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Sensory Requirements: May require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment).

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.