

CITY OF OCOEE Classification Description

CLASSIFICATION TITLE: Recreation Aide
DEPARTMENT: Parks & Recreation

FLSA Status: N
Union Status: DNA

WORK OBJECTIVE

Under direct supervision, the purpose of the position is to assist in the development, organization, supervision and leadership of community recreation activities and athletics programs. Employees in this classification perform at entry level and are responsible for performing both routine and non-routine community assistance duties as dictated by the nature of the program. Employee must exhibit friendly and professional customer service skills in all communication with the general public.

ESSENTIAL FUNCTIONS

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

- Performs customer service responsibilities, e.g., answers telephone inquiries; contacts members and clients for dissemination of information; assists visitors; collects program and activity fees.
- Assists in preparation, scheduling and supervision of various programs, activities and leagues.
- Performs light custodial duties, e.g., maintains recreation equipment, maintains cleanliness of facilities, performs set up and break down duties for activities and special events.
- Checks equipment to assure safe operations and cleanliness.
- Monitors supplies and requirements of recreation activities and athletics programs and coordinates with supervising employee to ensure ample supply.
- Attends and assists with organizational meetings and clinics.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- May be required to drive a large passenger bus and acquire/maintain the appropriate license.
- May be required to operate other passenger vehicles as directed.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalent, with previous experience in recreation, sports, arts, social and/ or related activities preferred; or an equivalent combination of training, education and experience.

Knowledge, Skills, & Abilities –

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.

RECREATION AIDE

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to effectively supervise citizens of all ages engaged in recreational activities.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks include working around moving parts, light to moderate weight equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

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

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date