

RECREATION ASSISTANT

Code No.: 6-18-002

COMPETITIVE

NON-COMPETITIVE for All Towns

DISTINGUISHING FEATURES OF THE CLASS: This is an aide position involving responsibility for assisting recreational personnel with the daily routine tasks surrounding assigned program activities. Employees of this class may be required to assist in a single recreation activity or several activities. Work is performed under the direct supervision of a Recreation Leader. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the conduct of games, arts and crafts, sports, dances, tournaments;

Distributes and collects equipment;

Operates special equipment such as movie and slide projectors;

Keeps records of attendance, activities, equipment supply;

Assists with the instruction of athletic and non-athletic activities;

Assists with the officiating at athletic events;

Assists with the chaperoning of trips and other group activities;

Supervises the recreation activities of participants of all ages and maintains order;

Prepares schedule for sports and special events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of a variety of recreational activities such as games, arts and crafts, sports, social events and dramatics; working knowledge of the equipment available for recreational use and its operation; ability to keep simple records; ability to instruct participants at all age levels; ability to supervise; ability to follow directions; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of two (2) years of high school.

NOTE: Satisfactory completion of ten (10) hours of special leadership training program for recreation aides given by a recognized agency may be substituted for the education requirement.

ADOPTED: November 1, 1984

Approved Non-Competitive for All Towns on April 7, 2009 by State Civil Service Commission action