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| **CLASSIFICATION TITLE:** | **RECREATION AIDE** |
| **DEPARTMENT:** | PARKS & RECREATION |
| **PAY GRADE:** | $12.00 - $18.00 PER HOUR |
| **EMPLOYMENT STATUS** | NON-REGULAR |
| **FLSA STATUS:** | NON-EXEMPT |
| **REPORTS TO:** | RECREATION MANAGER |
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| **GENERAL DESCRIPTION:** |
| Under the direct supervision of the Recreation Manager, employee will perform a variety of tasks in the area of recreation programs, youth and adult sports, and special events in support of the Parks and Recreation Department. The employee will perform tasks which include leading, supervising and planning a variety of activities for youth and adults. This is a highly responsible position working with the general public. Most work is performed outdoors and an employee is exposed to weather conditions, including heat. Work is reviewed through periodic observance by the Recreation Manager while in progress. * **Night and weekend work are required. Employee will work between 0-20 hours per week based on seasonal programs and special events.**
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| **EXAMPLES OF WORK PERFORMED:***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 classification. Other duties may be required and assigned.** Assists Recreation Manager and Recreation Supervisor in supervision of various youth and adult programs.
* Acts as a scorekeeper for sports leagues as needed.
* Acts as Site Supervisor for rentals at City owned facilities.
* Acts as a representative of the City of DeBary Parks and Recreation Department.
* Monitors the safety of kids, volunteers and spectators on all game days.
* Assists in various recreation functions and special events as needed.
* Assists in enforcement of City rules and regulations at program sites.
* Maintains discipline at assigned area and confers with parents and volunteers.
* Ability to communicate effectively, both orally and in writing.
* Perform other related duties and functions as assigned.
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| **MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year experience in recreation, school, or child care setting; or an equivalent combination of related education, training and experience, high school diploma or GED is preferred. Must be able to pass a criminal history check and Level 2 national fingerprint-based records check. |
| **KNOWLEDGE, SKILLS & ABILITIES:*** Must be able to work weekends, nights and holidays.
* Knowledge of general sports rules.
* Knowledge of City programs and services.
* Knowledge of basic safety rules.
* Ability to establish and maintain effective working relations with those contacted in the course of work.
* Skill in working with children in an organized environment.
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| **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**The physical demands and work environment here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools or controls. There is a frequent need for the employee to sit, talk and hear. The employee frequently is required to stand, walk and reach with hands and arms. The employee is frequently required to sit, climb and balance, and stoop, kneel, crouch or crawl.The employee must lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.While performing in the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat. |

Signature Date