



Town of Oro Valley Classification Description

Title: **RECREATION AIDE**
Job Code: 2550
FLSA Status: Non-Exempt

Department: Parks & Recreation
Salary Grade: PTS2

POSITION SUMMARY:

Under close supervision, assists the Department with recreational programs and/or special events as assigned.

ESSENTIAL JOB FUNCTIONS:

- A. Assists the Department with recreational and/or cultural programs and/or special events as assigned.
- B. Supervises participants in recreational and/or cultural programs and activities.
- C. Assists in promoting and providing information to the public regarding recreational and/or cultural activities.
- D. Sets up, cleans up and maintains designated areas for recreational activities.
- E. Maintains safe, secure environments for employees, volunteers and participants.
- F. Enforces game, program and facility rules at Town, school, or other facilities and associated properties.
- G. Interacts in a helpful, positive way with the public.
- H. Provides accurate information and responds effectively to public inquiries about programs and facilities.
- I. Maintains records, files and attendance of participants.
- J. May supervise young children in a nursery setting.
- K. Regular, daily attendance is an essential function for this position.
- L. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of recreation and/or cultural programs, youth activities and rule interpretation.
- Knowledge of promoting and marketing techniques and methods.
- Skill in supervising multiple activities simultaneously.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- One (1) year experience in a recreational or youth activity environment; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments. May be performed at various locations.