

ATHLETIC PROGRAM RECREATIONAL AIDE – PT

Reports to: Athletic Coordinator

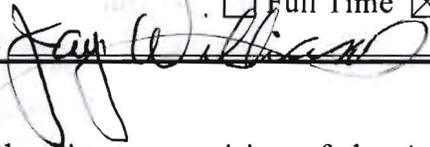
Department: Recreation & Tourism

Position Control No.: 03-412

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval:



Date: 10/8/09

JOB SUMMARY: Under the direct supervision of the Athletic Coordinator and the general supervision of the Recreation Superintendent; responsible for continuous supervision of athletic programs and operations.

ESSENTIAL JOB FUNCTIONS:

1. Maintain an effective line of communication between all staff; communicate with other staff to pass on shift procedures that need to be completed; communicate effectively with the public; represent department and City in a positive manner.
2. Analyze program needs and recommend new and innovative ideas to maintain current trends; assist with all programs and events as instructed by Athletic Coordinator and Recreation Superintendent; may be responsible for teaching classes; receive related training.
3. Be prepared to work weekends, holidays, and/or evenings for special programs/events. Assume responsibility for helping plan, coordinate, decorate, and run these special programs and events.
4. Demonstrate the ability to supervise large groups including children both visually and audibly to ensure health/safety standards and the orderly integration of all programs.
5. Communicate effectively official plans, policies and procedures and enforce rules and regulations to general public.
6. Ensure that work areas are adequately maintained to prevent accidents, including daily maintenance and inspection of buildings; report potential hazards or unsafe conditions to supervisor.
7. Prepare correspondence, keep records, and make written and verbal reports; maintain sufficient supplies and inventory.
8. Identify and resolve problems in a timely manner and develop alternative solutions while using discretion and tact when dealing with emotional topics.
9. Be familiar with facility policies and procedures and carry them out
10. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather during special city functions and events.

ESSENTIAL QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Texas commercial driver license with an acceptable driving record.
3. Considerable knowledge/experience in youth activities

PHYSICAL DEMANDS

The physical demands described 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 duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee should have the ability to develop and maintain effective relations and the ability to cope with large crowds and high noise levels.

This position also requires that you work under the supervision of the Recreational Aide to assure the continuous operation of all recreational center programs both indoors and outdoors in extreme conditions or inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date