

Specification for Class of

RECREATION ASSISTANT
Abolished Effective July 1, 2007

Definition: Under the direction of professional recreation staff, assists in the instruction, direction, and supervision of group and individual recreational activities.

Typical Work

Acts as assistant to Recreation Assistant 3 in charge of a residential hall; supervises Recreation Assistant 1'8 in the absence of the Recreation Assistant 3;

Assists professional recreation staff in the direction and supervision of residents participating in art, music, crafts, drama, games, sports, trips, parties, and other related activities;

Performs lifeguard duties and swimming instruction;

Plans and carries out small recreation program on assigned hall and contributes to overall planning of the Recreation Department;

Actively participates in the Recreation Department meetings and other departmental and group meetings as may be required;

Directs and supervises residents while riding on trains, buses or on the merry-go-round;

Directs and supervises residents in such activities as swimming, fishing, hiking, attending shows, movies, and other spectator activities;

Prepares and presents verbal and written reports from proposals, evaluations and records;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: rules and regulations of various recreation activities; a field of recreation activity such as art, crafts, music or sports; safety regulations relative to recreation areas.

Ability to: supervise and train employees, volunteers and residents in recreational activities; operate equipment used in recreation activities; follow written or oral instructions; prepare oral and written reports.

Minimum Qualifications

Completion of high school or GED and one year of paid or volunteer recreation experience.

A combination of experience and education equivalent to one year of qualifying experience, or one year of college-level course work related to recreational specialties will substitute for the required experience.

Note: For positions which include swimming instruction, a valid Water Safety Instructor's Certificate or equivalent issued by American Red Cross or YMCA is required. For positions which include lifeguard duties but not swimming instruction, a valid Lifeguard Certificate or equivalent issued by American Red Cross or YMCA is required.

Revised definition, minimum qualifications and title change (formerly Recreation Assistant 2): 2-15-85

Revised definition and minimum qualifications: 1-13-95