



CITY OF ALBANY RECREATION AIDE

Under supervision, provides general assistance and support to assigned recreation program and activities; assists in providing on-site supervision of recreation program and activity participants; performs a variety of general and routine administrative tasks in support of recreation programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Class Characteristics

Recreation Aides are responsible for providing a variety of general assistance and support to assigned recreation program activities. Incumbents perform the more routine and repetitive duties in the class. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures and exceptions are explained in detail as they arise. The Recreation Aide is distinguished from the Recreation Assistant in that the latter is responsible for conducting specific recreation functions at an assigned facility.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

All Areas

- Provides general assistance and support within an assigned recreation program.
- Assists in providing on-site supervision to program participants; assists program participants in recreation activities in assigned areas.
- Assists in preparing recreational facilities for use; ensures appropriate equipment and supplies are available for classes and events; sets up and takes down equipment.
- Issues and collects recreation equipment and supplies.
- Assists chaperones on field trips and outings.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment.
- Performs basic custodial duties as assigned.
- Interacts effectively and courteously with City employees, clients and members of the public.
- Performs related duties as assigned.

When Assigned to Kitchen Aide

- Performs the set up and take down of the dining room with assistance from staff or volunteers if necessary.
- Puts can liners in all trash containers; disposes of garbage and keeps garbage receptacles clean.
- Assists with plating cold items and stores in refrigerator for service.
- Counts out silverware, napkins, tablecloths, coffee cups, salt and pepper, creamers, and sugar containers for the dining tables; sets the tables with the assistance of volunteers.

- Prepares drinks for dinner.
- Gives direction to volunteers, as needed.
- Performs various cleaning duties, including keeping the coffee and tea station clean and stocked; sweeps and mops floors.
- Assists with all cleanup duties, including clearing tables, washing dishes and pots, and wiping down all surfaces and the stove.
- Attends necessary meetings and trainings.

When Assigned to Special Media Assistant

- Creates posters for special events, community building, and/or public information.
- Performs various functions on social media sites.
- Sets up and operates various audio/visual equipment, including microphones, speakers, projectors, audio mixers, and cameras.
- Performs post production video editing.
- Decorates facilities and updates bulletin boards.
- Assists in planning and coordinating special events.
- Promotes interest and provides information regarding assigned recreation and social service activities to the general public.
- Performs a variety of miscellaneous duties such as running errands and picking up supplies for activities.

When Assigned to Park Service Aide

- Performs various park custodial duties.
- Picks up trash in the parks and restrooms; empties garbage containers in dumpsters.
- Wipes down restroom counters and barbeques; removes coals from barbeques; posts reservation signs.
- Greets renters and explains required clean-up.
- Completes clean-up checklists and documents any inconsistencies in clean-up.

Knowledge of:

- Basic operations, services and activities of a recreation program.
- Group recreational and social activities.
- Appropriate safety precautions and procedures within the area of assignment.
- Basic principles and practices of public relations.
- Developing positive interactions with the public.
- Basic rules, regulations and equipment used in various recreational activities.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Deal tactfully and effectively with the general public.
- Understand and carry out oral and written instructions.
- Assist program staff and stay calm during emergencies.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Learn and operate audio-visual equipment.
- Perform routine maintenance, such as mopping, vacuuming, sweeping floors, and cleaning classrooms and lobby areas.
- Work with different age levels.

- Work well as part of a team.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the tenth grade.

Licenses and Certifications

Possession of, or ability to obtain, CPR/AED certificates.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move moderate to heavy amounts of weight.

Environmental Elements

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours and occasional weekends.

Must be at least 15 years of age.