

**CITY OF HAINES CITY  
JOB DESCRIPTIONS**

**DEPARTMENT: RECREATION DEPARTMENT  
REPORTS TO: RECREATION SUPERVISOR**

**RECREATION AIDE**

**GENERAL DESCRIPTION:**

This is beginning level work in Recreation. An employee in this classification is responsible for performing or assisting in a variety of leadership, or instructional, activities in an assigned area. The employee performs tasks which are learned through previous experience or by on the job training. Assignments are normally performed on a full time or part time basis, and may require evening and weekend hours. Work is performed under the general supervision of the Recreation Supervisor and is reviewed through continuous observation.

**ESSENTIAL FUNCTIONS:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Leads and coordinates groups in organized recreational activities at an assigned facility.

Issues and collects equipment and assists in organizing activities when requested.

Maintains discipline in the Recreation area; encourages participants to practice good sportsmanship and maintains attendance records.

Assists in the overall Recreation functions by making sure equipment is available and set up properly; conducting recreational tournaments and other sports programs; and assists the public by providing information regarding the Recreation programs and services.

Assures the administration of safety precautions and administers first aid as required.

Performs opening and closing procedures at site.

Performs related non-essential duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Abilities and Skills:**

Knowledge of the general rules of recreational games including skills in a variety of recreational activities and a variety of first aid methods and necessary safety precautions used in recreation work. Working knowledge of the operation of motor driven equipment. Ability to instruct participants in the fundamentals of a variety of team sports or specialized recreational activities; lead assigned recreational activities; resolve minor disciplinary problems with firmness and tact; become reasonably proficient in recreational activities as needed; establish and maintain effective working relationship with the general public; and ability to work effectively with children and young adults. Ability to perform semi-skilled manual tasks and to follow oral and written instructions. Ability to read and write. Ability to deal courteously with customers and the general public and learn and apply City rules and regulations. Must be physically capable to perform essential functions as required.

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**Training and Experience:** Some experience in organized or specialized recreational activities, or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Special Requirements:** Must have, or be able to obtain within six months CPR Certification.

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