

City Government
City of Needles
Part-time/Seasonal-No Benefits

Recreation Aide:

Part-time/seasonal minimum wage position(s) assisting, monitoring and helping implement recreation activities and leisure time programs for various ages and special interest groups. Ability to exhibit sufficient initiative to accomplish assigned tasks with moderate direction; and performs related tasks as assigned. Work schedule and hours will vary, including evenings and weekends.

Application and complete job description available at the City Administrative Offices, 817 Third Street, Needles, CA 92363 or online at www.cityofneedles.com. Open until filled.

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Recreation Aide

**Job Classification: N/A –Part-time/
Seasonal --- No Benefits**

Department: Recreation

Position Range: Minimum Wage

REPORTS TO: Recreation Manager

POSITION PURPOSE: Responsible for assisting, monitoring and implementing recreation activities and leisure time programs for various age and special interest groups. Ability to exhibit sufficient initiative to accomplish assigned tasks with moderate direction, and advise assigned supervisor of any unusual or questionable conditions encountered in the area of responsibility.

EXAMPLES OF DUTIES: (may include but not limited to):

1. Greet incoming customers and visitors.
2. Route incoming customers and telephones calls to appropriate personnel.
3. Take accurate messages from customers or callers.
4. Assist in all aspects of recreation activities.
5. Assist, monitor and implement leisure time programs in a recreation environment.
6. Prepare recreation rooms for daily activities and assist in the clean-up of said rooms upon completion of scheduled activities.
7. Monitor free play activities in the gym, homework room, computer room and outdoor settings.
8. Keep written records and prepare proper paperwork for the said activities.
9. Open and close recreation facility as needed.
10. Assist with the conduct of sports leagues and tournaments as directed.
11. Perform janitorial work in and around the recreation facility as required.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Ability to understand and follow written and oral instructions.
2. Perform manual labor tasks.
3. Ability to deal with the public in a positive manner.
4. Willingness to work flexible and possible additional hours including nights, weekends and holidays.
5. Working knowledge of basic rules for sports, activities and children's games.
6. Under 18 years old requires a valid work permit. 18 years or older, high school diploma or equivalent required.
7. Valid state driver's license.
8. First aid, CPR certified (or ability to meet requirement within 30 days of start date).

GENERAL:

This classification description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management and/or supervisors as required. The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.