

RECREATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work performed under specific instructions, but with little direct supervision, in connection with the conduct of some activity or the care of a physical facility. This position involves responsibility for the orderly assignment of facilities, the collection of tickets and fees, the issuing and collection of equipment, the orderly conduct of participants and the maintenance of facilities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Fills out membership cards;

Permits only members to use a facility;

Maintains and prepares courts, fields, facilities, etc., by rolling, watering, brushing tapes, putting up nets, bases, marking courts, cleaning up, cutting grass, picking up rubbish, etc.;

May assist in instruction of some athletic activity;

Enforces regulations;

Cleans and disinfects locker rooms;

Supervises use of tennis courts;

Keeps records and makes reports;

Assigns courts and other facilities;

Issues equipment and baskets;

Locks and unlocks doors, gates;

Collects tickets and admission charges;

Turns monies to proper authorities;

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Distributes refreshments;

Assists in decoration of area of facility;

Maintains, repairs and paints equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to perform light manual labor; the ability to get along well with others.

MINIMUM QUALIFICATIONS: None is required.

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Last Reviewed: December 27, 1979
Jurisdictional Class: Labor
Public Hearing: Yes
NYS Civil Service Commission Approval: Yes