

**RECREATION AND ACTIVITIES AIDE**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing routine, non-technical tasks in support of recreation and/or leisure time activities programs. Work is performed following specific instructions but with little direct supervision.

TYPICAL WORK ACTIVITIES:

Assists in craft projects and other leisure time activities;

Prepares equipment, supplies and facilities for special entertainment, individuals and/or group activities;

Assists in organizing and participating in games and other forms of leisure time activities;

Attends and participates in the facility's in-service training program;

Aides with arrangements for movies, picnics, nutrition meal sites, theme days, and other events;

Aids in inventory, cleaning and storage of activities supplies and equipment;

Maintains simple records and reports;

Aids in the preparation and serving of refreshments during activities programs;

Distributes birthday gifts, cakes, cards for various occasions and other personal items;

Assists with development of the leisure time activities program schedules;

May transport people to stores, movies, sporting events, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to acquire a working knowledge of basic arts, crafts, games, sports, hobbies and other normal leisure time activities; ability to stimulate and maintain participation and interest in the recreation or leisure time activities program; ability to acquire a working knowledge of the problems and attitudes persons participating in program activities;

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ability to work with volunteers; and ability to maintain simple records and reports.

**MINIMUM QUALIFICATIONS:**

None is required.

**NOTE:** If the position requires transportation of others, possession of an appropriate New York State driver's license is required at the time of appointment.

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Last Reviewed:  
Jurisdictional Class: Non-Competitive  
Public Hearing: YES  
NYS Civil Service Commission Approval: YES

Revised and Replaced in Classplan: 3/6/2023