

**Boardman Parks and Recreation District
Job Description**

Job Title: Recreation Aide

Department: Boardman Park and Recreation District

Reports To: Recreation Coordinator/ Recreation Assistant Coordinator

FLSA Status: Non-Exempt

Wage: \$

Prepared By: Facility Director

Prepared Date:

Approved By:

Approved Date:

Summary: Assist the Recreation Assistant Coordinator with all recreation activities and recreation service personnel by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- When needed may help with registration, signups, volunteer referees and officials.
- Participates in set up and tear down of equipment and recreational items for all recreational activities and events.
- Preparation of materials and equipment for classes, recreational activities, and events.
- Translation of all promotional materials for recreational activities and events.
- Ensures all flyers in the recreational facility are current and distributes flyers to local vendors and schools.
- Observes all safety rules and procedures.

Competencies

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner. Develops alternative solutions; Works well in group problem solving situations.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Exhibit's objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Cost Consciousness - Works within approved budget; Conserves organizational resources.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual English/Spanish preferred.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software; Inventory software; Spreadsheet software, Word processing software, Reservation system, and Sport League Software.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Comfortable working with people of all ages and backgrounds.

Physical Demands: While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Work Schedule: This position will be required to work a varying schedule that is dependent upon the activities planned by the recreation department. Schedule may include working weekends, holidays, and evening hours.