

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: RECREATION AIDE

TITLE #: 1520

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level recreation work involving responsibility for assisting in a variety of recreational activities, programs, events and caring for facilities and equipment while in use. Work is performed in accordance with specific instructions and under the direct supervision of a higher-level recreation or town employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in conducting programs or activities at a recreation center or other facility or location designated as a recreation area;

Greets customers and participants;

Assists in conducting socials, tournaments, games, dances and other special **events or programs**;

Assists the referee or other officials at athletic events;

Chaperon trips and other group activities away from recreation centers;

Instructs younger participants in games and maintains order during these activities;

Keeps records of attendance, activities, equipment, etc;

Issues equipment, notes any defects and ensures repair of same;

Lock and unlocks doors and gates, issues membership cards, collects tickets and admission charges, distributes refreshments;

May balance money at the end of shift and make bank deposits when assigned;

May maintain and prepare courts, fields, facilities and equipment;

May assist and prep for special events;

May schedule programs and events;

May maintain inventory;

May utilize standard office equipment such as calculators, cash register, copy machine and computer;

May repair and paint equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the rules and regulations of several sports and games; ability to give simple instructions; ability to follow oral and written directions; ability to establish and maintain good working relationships with supervisors and participants; ability to stimulate and hold the interest of participants; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

JURISDICTIONAL CLASSIFICATION: Non-Competitive

REVISED: 03/29/23 dc