



KING WILLIAM COUNTY POSITION DESCRIPTION

Recreation Aide
(Summer Sneakers)

Department of Parks & Recreation

Revision Date: Feb. 2018

Job Dates: June 25- August 17- Staff will need to be available the week of June 18-22 for a scheduled staff meeting and set up.

General Description: This is a seasonal field position. The incumbent performs routine tasks and fieldwork to assist with the planning and implementation of a summer recreation program.

Organization: The Recreation Aide reports to the Recreation Supervisor and supervises no staff.

Essential Functions:

- Assists with the planning and implementation of a 8-week summer recreation program for up to 80 children between the ages of 5 and 12 year olds.
- Leads programs, activities or special events with children participating in the summer recreation program. Program areas might include: sports & games, arts & crafts, nature, music, drama.
- Assist with the inventory control, management, and care of recreation supplies and equipment.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Field - 100%, must be able to travel to Parks and Recreation program sites and meetings.
- C. Physical Effort
 - Moderate to Highly Active
- D. Non-Exempt

Knowledge, Skills and Abilities: Knowledge of community youth recreation programming, preferred. Ability to understand and carry out written and oral instructions, required. Ability to follow rules and program planning. Must have the ability to lead activities in various program areas. Must have the ability to work effectively with diverse groups and to assist in maintaining discipline and/or control. Must be able to meet and deal tactfully with the public.

Education, Experience and Training: Must be at least 18 years old. High school diploma/GED, preferred. Experience working with children in a recreation setting, desired. CPR/First Aid certification required.

Special Conditions:

- Criminal Records Check
- CPR/First Aid Certification
- Mandatory Participation in a two-day staff training
- Must be available to work all summer recreation program dates
- Must be available to work during the hours of 7:00am-6:00pm Monday –Friday on Shift work