

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** PART-TIME RECREATION AIDE  
**Department:** Community Services  
**Division:** 10<sup>th</sup> Street Center  
**Job Code:** 6220  
**Grade:** H40  
**Exempt Status:** Non-exempt (Part-time)

**CHARACTERISTICS OF THE CLASS**

Under the general direction of the Program Supervisor or designee, assists in the supervision of after school activities, summer programs, school breaks and holiday camps, including but not limited to field trips. Performs clerical support duties, and assists with the preparation and clean-up of special events, as well as various other tasks as assigned by the supervisor. Must be able to work with people of all ages and maintain a professional demeanor. Work is reviewed through observation, and periodic reviews with the Program supervisor.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Assists in supervises day, after school and evening activities and center functions.
2. Assist in the direction and supervision of free play and team activities of children in outdoor/indoor play areas; teaches rules and playing skills of standard team and individual games and activities.
3. Receives incoming telephone calls and takes messages or directs them as necessary.
4. Maintains safety and health standards at all times while encouraging healthy and safe behavior; provides basic first aid and guidance to children.
5. Registers participants in center activities and accepts fees as necessary.
6. Participates in the set-up and take down of center activities.
7. Performs typing and other clerical duties as needed.

Part-time Recreation Aide 10<sup>th</sup> Street Center  
March 1996  
Revised November 2000  
Revised June 2001  
Revised October 2002  
Revised October 2009  
Revised May 2013

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School diploma or equivalent, or seeking equivalent in a high school curriculum approved by the Florida Department of Education. Some supervisory or guidance experience with children, teens, or adults in community programs required.

Possession of a valid Florida Driver's License as required for the position.

**B. Knowledge, Abilities and Skills:**

Knowledge of the principles, rules, materials, equipment requirements, and organization of a variety of play and recreational activities, including low organized games, free play activities, team sports, art and handicrafts.

Knowledge of the principles and practices of first aid.

Knowledge of basic office clerical skills.

Knowledge of operation of modern office equipment.

Ability to work with children and/or adults in a leisure setting.

Ability to work irregular hours as necessary such as evenings and weekends.

Ability to identify and select activities suitable to individual and group needs and to instruct these activities.

Ability to understand written and oral instructions.

Ability to establish and maintain effective working relationships with employees, supervisors and the general public.

**C. Physical Requirements:**

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**D. Environmental Requirements:**

Task may require infrequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.  
Task requires taste perception and discrimination.  
Task requires texture perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.  
Task requires color perception and discrimination.  
Task requires depth perception and discrimination.

Part-time Recreation Aide 10<sup>th</sup> Street Center - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Community Services Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee