

Adult Program Recreation Aide



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Under general supervision. This position is responsible for assisting program participants in various capacities. Responsibility includes transporting program participants and planning and coordinating diverse recreation programs, events, and activities for program users.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. - It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Drives and assists with Department transportation program/recreation needs to include all required reporting.
- Assists with programs, classes, and Special Events for Department programming.
- Assists with the day-to-day operation of assigned programs and activities.
- Attends to users' needs and ensures class/program needs are met.
- Assists with preparation and records or files associated with adult activities and programs.
- Responds to inquiries regarding transportation programs and activities.
- Work with Department staff and volunteers for program facilitation.
- Takes clients to and from various appointments and social activities.
- Performs clerical work and duties, as assigned.
- Interacts and communicates with a variety of groups and individuals.
- Greets patrons, interacts and communicates with a variety of groups and individuals.
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities.
- Expand knowledge with additional trainings, seminars, and workshops.
- Assists other divisions within the Parks and Recreation Department, when directed.
- Collects fees for programs and events.
- Maintains records of work performed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E.D. or~~ equivalent. ~~A minimum of two (2) years of~~ ~~..... Parks and Recreation experience, or combination of education, training,~~ a combination of education, training, and experience. Experience working with Active Adults and Senior Individuals is preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. ~~Possess or be able to obtain a valid State of Florida driver's license by the date of hire~~ Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire. Must be able to obtain a Commercial Driver's License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

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Knowledge, Skills, and Abilities:

- Knowledge of city operations and department functions.
- Knowledge of safety rules and procedures.
- Knowledge of city policies and procedures.
- Ability to safely operate a variety of transportation to include esing, buses, vans, trucks, and cars.
- Ability to practice defensive, safe driving and adhere to applicable safety laws and precautions.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain cooperative working relationships s with city staff and the public.
- Ability to work indoors and outdoors for extended periods, especially during Special Events.
- Ability to communicate effectively with supervisors, co-workers, and the public.
- Ability to provide excellent customer service.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to adjust the schedule and make changes.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort, requiring considerable mobility in moving from one location to another in the performance of essential tasks. Tasks may include ~~time~~ periods at a keyboard or workstation.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(10-50 pounds)~~.

WORKING CONDITIONS

Work setting varies based on the necessity of the program demands. Maintain flexibility, ~~and~~ adapt to schedule changes and adjustments. Working conditions include the ability to work in a mobile setting. Work is performed in various locations. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, ~~and~~ and other cutting substances.

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