

**DESCRIPTION:** Under direct supervision, assists others in the recreation department with facilitating recreational activities planned by others; may assist with planning activities. Incumbents are required to use a variety of recreational, educational and activity equipment and materials to assist with providing recreational activities; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the first level in the series of five (Aide, Assistant, Specialist, Coordinator, and Manager). At this level, incumbents work closely with a supervisor or higher level recreation staff and refer all difficult and unusual problems to a supervisor for decision making. Work is reviewed by supervisor through observance of work and compliance with established procedure and practice;

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors residents and participates in recreational and educational activity programs.

Provides input as to changes in activities for residents based on observations.

Keeps a written log of resident's behavior.

Assists in monitoring recreational activities (intramural sports, open gym, swimming pool).

Instructs residents in rules, regulations, and procedures of activities, and care and maintenance of activity equipment and supplies.

Delivers and/or picks up mail or supplies outside the institution.

Maintains sanitation of recreational facilities (swimming pool, locker room, gymnasium).

Escorts residents to appointments and activities outside the institution.

Operates institution canteen in the sale of goods to residents.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: rules, regulations, and strategies of sports and other recreational activities

Ability to: successfully complete training courses in CPR, self-defense, behavior modification treatment programs and first-aid; learn to handle residents in all stages of development and rehabilitation; explain rules and regulations of sports and recreational activities in a positive manner; communicate effectively by giving instructions and documenting resident participation; understand the behavior modification treatment programs; actively participate in activities such as sports, swimming, games, and music.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience with or knowledge of facilitating or providing recreational activities such as music, games, or other social activities.

Experience or training in recreational activities such as music, games, or other social activities.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Positions classified to this class may be required to possess a "Senior Life-Saving", "CPR", and/or "Pool Operator's" certificate.

Valid driver's license and/or ability to provide independent authorized transportation may also be required for some positions.