

VOLUNTEER RECREATION AIDE

DEFINITION

Under supervision, volunteers support the Parks and Community Services Department by assisting Recreation Coordinators and Temporary Recreation staff in conducting various recreational activities at a variety of City recreational facilities, which may include, community centers, swimming pools, playgrounds, ball fields and gymnasiums and performing related duties as assigned. The benefits of being a volunteer are many, such as gaining valuable work experience, learning new skills, meeting new friends, helping others in need and having fun.

DISTINGUISHING CHARACTERISTICS

The Volunteer Recreation Aide serves without salary on a volunteer basis.

REPORTS TO

Assigned Parks and Community Services Staff.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

This is a non-paid, volunteer position whose essential functions may include providing information about recreation programs to the public; advising patrons of regulations governing the use of a recreational facility; registering patrons for classes and/or activities; checking out recreation equipment; acting as a group leader, referee or scorekeeper in a variety of games and recreational activities; maintaining basic athletic equipment and making minor repairs when necessary; may assist with instructional and recreational aquatic programs, if assigned to aquatics; assist in the operation and maintenance of a recreational facility such as cleaning and mopping; maintaining security of assigned facilities; maintaining supplies; collecting and accounting for program registration and monies received; keeping routine records; completing forms, preparing reports and compiling statistical information; building and maintaining positive working relationships with co-workers, other City employees and the public using principles of good customer service; performing related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination in order to participate in a full range of recreational activities; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. Must be energetic, willing to participate in activities with youth, be assertive and able to set clear limits and boundaries.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and recreation facility environment; some work may be performed outside; frequent contact with other City staff and the public.

DESIRABLE QUALIFICATIONS

Must have problem-solving and communication skills; must be energetic and willing to participate in activities with youth; must maintain effective and efficient output of all duties and responsibilities as described above; must be dependable by attending work regularly and adhering to City policies and procedures; must accept accountability for meeting assigned responsibilities in the area in which assigned; must accept supervisory instruction and direction and strive to meet the goals and objectives of the same.

Knowledge of:

A variety of children's games, sports, and other recreational activities relevant to the position.
First aid methods and safety precautions to be used in recreational activities.

Practices and techniques to achieve favorable public relations and appearance that projects a positive image.

Practices and techniques to achieve group cooperation in recreation programs.

Ability to:

Be assertive and set clear limits and boundaries.

Work as a member of a team.

Act as a positive role model.

Work with diverse populations.

Maintain confidentiality.

Maintain expected standards of accuracy in exercising duties and responsibilities.

Establish and maintain cooperative relationships with citizens, agencies, organizations and fellow employees.

Individuals proficient in languages other than English are encouraged to apply.

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TRAINING AND EXPERIENCE

No experience is required, however, past experience working with youth activities is desired.

Special Requirements:

Possession of a current, valid California Driver's License, issued by the Department of Motor Vehicles is desired by not mandatory.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _____


Chairperson, Personnel Board

DATE

3/10/07