

JOB TITLE: RECREATION PROGRAM AIDE: SENIOR ADULT CENTER

NATURE OF WORK:

Maintain direct contact with the public on a daily basis and provides staff support for various recreation activities for Senior Adult Center

EXAMPLES OF DUTIES:

Participates in planning and conducting recreation programs; provides supervision of program participants; this position is expected to possess excellent customer service skills, maintain composure in difficult situations, and obtain knowledge of the Senior Adult Center programs, services, and activities.

The following duties are not inclusive of all duties. The incumbent performs other duties as required:

- Assist in planning and conducting recreation activities for a comprehensive recreational program including arts and crafts, fitness/wellness, social, and special interest activities;
- Lead assigned recreation activities including fitness/wellness, social, and special interest activities;
- Respond to requests and inquiries from the general public;
- Assist in keeping daily attendance records and reporting accidents/incidents;
- Communicate effectively with participants, staff members, and the general public; provide information and assistance regarding program guidelines, regulations and policies;
- Enforce applicable program rules and regulations;
- Respond to emergency situations and take effective courses of action;
- Follow all safety rules and procedures established for work area;
- Assists with set-up and take-down of areas for activities, maintain assigned work area in a clean and orderly manner;
- Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Applicable recreation program rules, regulations and guidelines;
- Basic methods and techniques of public relations;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EDUCATION QUALIFICATIONS:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance;
- Some experience working in a senior recreational setting is desirable;
- Basic knowledge of recreation programming.

- Possession of, or ability to obtain, an appropriate, valid CPR and first aid certificate within 90 days of hire.

APPROVAL SIGNATURES:

Department Head _____ Date _____

Human Resources Manager _____ Date _____

Manager _____ Date _____

Effective Date _____