



## JOB DESCRIPTION

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### RECREATION AIDE (SEASONAL)

**Class Number: Seasonal (Basketball)**

**Department: Activity Center**

**FLSA Status: Non-Exempt**

**Range: Hourly Rate \$12.00**

### SUMMARY

This is an entry level position in recreation under direct supervision of Recreation Program Coordinator at the Activity Center with the Town of Dandridge. The employees in this position are responsible for assisting in all programs that satisfies the participants in recreational programming. The work extends to responsibility for the children's physical well-being and all duties assigned by the Program Coordinator.

### Essential Duties and Responsibilities

Duties may include, but are not limited to, the following:

- Participates, assists in, and leads in games and other recreation activities.
- Teaches rules and playing skills of standard team and individual games and activities.
- Maintains safety and health standards.
- Provides first-aid to injured persons.
- The employee may be exposed to adverse elements of weather.
- Ability to run score clocks and keep score books is a plus.

## **QUALIFICATIONS/GUIDELINES**

### **Knowledge, Skills and Abilities**

- Knowledge of the principles, rules, materials, equipment, requirements, and organization of a variety of play and recreational activities.
- Knowledge of interests and needs to youth.
- Knowledge of principles of first-aid, certification is required.
- Ability to inspire confidence and enthusiasm and to mix readily with various groups, and to solve problems arising among youth.
- Ability to establish and maintain effective working relationships.

### **Qualifications**

- Ability to interact with youth and demonstrate a positive demeanor at all times.
- Experience with recreational programming preferred.
- Experience or prior participation in athletics preferred.
- May be required to possess certification in first-aid or C.P.R.

### **Education and/or Experience**

Any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include graduation from High School or equivalent.

## **SPECIAL REQUIREMENTS**

Background check will be necessary for this position.

## **ESSENTIAL ELEMENTS**

### **Physical Demands**

Sitting, standing, walking, running, jumping, throwing, catching, lifting, and moving in the performance of job duties.

### **Stress Factors**

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public.

### **Work Environment**

Considerable work with public and staff; verbal, face-to-face and telephone contact.