



535 North Tyler Avenue  
PO Box 1480  
Pinedale, WY 82941

www.pinedaleaquatic.com  
307.367.2832

**Job Description: RECREATION AIDE**

The Recreation Aide is responsible for providing a customer service presence and ensuring safety and supervision of recreation areas. The Recreation Aide will also support the Recreation Manager and the Recreation Assistant in implementing and coordinating programs within the PAC, school and the community. The Recreation Aide is an hourly position and will work a varied schedule to include early mornings, evenings, weekends, and holidays.

**Supervised by:** Recreation Manager and Recreation Assistant

**Supervises:** None

**Essential Job Duties:**

- Supervises patrons in the facility, engaging in activities with patrons and promoting recreation activities. Gives tours of the facility and shares knowledge with patrons about PAC's offerings to help patrons find the best recreational activity to fit their needs.
- Gathers equipment for activities, assisting Instructors with program needs, and preparing space and areas for recreational activities.
- Cleans any area of PAC as needed.
- Maintains records as directed by the Recreation Manager or Recreation Assistant.
- Attends trainings and in-services as appropriate.
- Builds and maintains effective working relationships with patrons, coworkers, school, and other community entities.
- Assists other PAC Team Members when needed and as approved by the Recreation Manager.
- Performs other appropriate duties as assigned.

**Qualifications:**

- Must be 18 year of age or older.
- CPR/First Aid Certification or able to obtain within 90 days of employment.
- Climbing certification or able to obtain within 90 days of employment.
- Must pass background check and any required drug screenings.

**Abilities:**

- Must be able to demonstrate self-motivation in resolving issues without awaiting a directive.
- Must be able to accurately and proactively communicate both verbally and in writing.
- Must be able to work efficiently and effectively as a team member.
- Must be able to exercise mature and independent judgment and critical thought.
- Must be able to work in a fast-paced environment.
- Must be physically able to participate in a variety of activities on a daily basis including, but not limited to, walking and standing for long periods of time, crouching, climbing stairs, carrying items, and walking on uneven surfaces.

I, \_\_\_\_\_ have read the job description for the Pinedale Aquatic Center Recreation Aide position. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date