



Job Description: RECREATION AIDE

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

Supervised by: Recreation Supervisor and Recreation Managers

Supervises: None

Essential Job Duties:

- Supervises patrons in the facility, engaging in activities with patrons and promoting recreation activities. Giving tours of the facility and sharing knowledge to 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.
- Participates in and promote special events at PAC.
- Maintains participant records and recording of attendance numbers as directed by the Recreation Supervisor or Recreation Manager(s).
- 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 (e.g., lifeguarding, child care, swim lessons) and as approved by the Recreation Supervisor.
- Performs other appropriate duties as assigned.

Qualifications:

- Must be 18 year of age or older.
- Education: High School Diploma or GED.
- CPR/First Aid Certification or able to obtain within 90 days of employment.
- Climbing certification preferred, or ability 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 effectively transmit and receive information, including effective written and oral communications in English, with the ability to keep patrons, subordinates, peers and supervisors informed.
- Must be able to work efficiently and effectively as a team member.

- Must be able to exercise mature and independent judgement and critical thought.
- Must be able to work in a fast-paced environment.
- Must be able to lift 50 lbs.
- Must be an active person and 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 above 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