

## **Job Description - Butts County**

**Job Title:** Recreation Aide – Part-Time

**Department:** Department of Leisure Services

**Job Summary:** Performs recreation work in promoting, coordinating, and implementing the various program of the department. Employee is responsible for working as assigned with various age groups and citizens in implementing activities and for supervising the activities of volunteers and patrons participating in such activities. Much judgment is required since work is performed with latitude within departmental rules and regulations. Work is performed under the supervision of the Department of Leisure Services Director, Athletic & Program Coordinators and/or Office Manager.

### **Major Duties:**

- Assists the Athletic & Program Coordinators and/or Office Manager in implementing year-round recreational activities for youth & adults.
- Assist the Director with special reports and projects.
- Responds to and addresses customer needs/request insuring the safety & well being of all users while protecting the county's investment in the facilities and equipment.
- Supervises games & events requiring evening & week-end work.
- All other duties as assigned by the Director.

### **Knowledge, Skills and Abilities Required by the Position:**

- Knowledge of recreation organization & management.
- Knowledge of the rules, requirement, techniques and equipment applicable to the operation of park concession stands.
- Competent computer skills using Microsoft Word & Excell Software. Abilities to become competent in Microsoft Access & Publisher within six (6) months of on-job training.
- Ability to establish & maintain effective working relationships, dealing tactfully and courteously, with our customers, co-workers, volunteers and the general public.
- Ability to organize, lead and supervise people of various ages interested in recreational activities; and to impart the principles of good sportsmanship to participants and spectators.
- Ability to work afternoons, evenings and week-ends (including Sundays).
- Ability to express themselves clearly and concisely both orally and in writing.
- Ability to lift objects weighing 25-50 pounds.

**Supervisory Control:** The Department of Leisure Services Director assigns work in terms of general Instructions requiring the incumbent to use judgement in the execution of responsibilities. Finished work is reviewed for compliance with procedures and propriety of results.

**Guidelines:** Guidelines include operating policies & procedures and county policies. Guidelines are generally clear & specific, but do require some judgement.

**Complexity:** The work of this position requires good communication and interpersonal skills.

**Scope & Effect:** The purpose of this position is to insure the needs/request of park & recreation customers are properly addressed; that the facilities are safe & usable for the planned activity and that the facilities and/or equipment being used is protected from misuse or abuse. Errors could result in injuries to customers, damages to facilities and/or equipment.

**Personal Contacts:** Contacts are typically with co-workers, participants, volunteers, customers and the general public for assigning task, giving/exchanging information and providing services.

**Physical Demands:** Physical demands include intermittently sitting, standing or stooping, occasionally lifting objects, and using office, athletic field & turf management equipment.

**Work Environment:** Work is performed indoors in an office setting and outdoors at athletic fields and/or in park buildings.

**Supervisory & Management Responsibilities:** The position normally has direct supervisory responsibilities over part-time & seasonal workers, officials and volunteers.

**Minimum Qualifications:**

- High School Diploma.
- Valid Georgia Drivers License
- Experience directly related to major duties listed above

**Position Status:**

Type - Non-exempt

Pay - Hourly

Merit - No

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_