



KING WILLIAM COUNTY POSITION DESCRIPTION

Recreation Aide
(After School REC Program)

Department of Parks & Recreation

Revision Date: July 2017 – Open Until Filled

General Description: This is a part-time/temporary field position. The incumbent performs routine tasks and fieldwork to assist with the planning and implementation of an After School recreation program.

Organization: The Recreation Aide reports to the Recreation Supervisor and supervises no staff.

Essential Functions:

- Assists with the planning and implementation of an After School recreation program for up to 125 children in Grades K-5th.
- Provides Homework assistance as needed to program participants.
- Leads programs, activities or special events with children participating in the After School REC program. Program areas might include: sports & games, arts & crafts, nature, music, drama.
- Assist with the inventory control, management, and care of recreation supplies and equipment.
- Must be able to report to work at 2:45 each day to assist in setting up.
- Must be able to work until 5:00p.m. every day with possible extensions to 6:00p.m. when the program closes.
- The Program runs from September 2017-June 18 Monday- Friday.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Field - 100%, must be able to travel to Parks and Recreation program sites and meetings.
- C. Physical Effort
 - Moderate to Highly Active
- D. Non-Exempt

Knowledge, Skills and Abilities: Knowledge of community youth recreation programming, preferred. Ability to understand and carry out written and oral instructions, required. Ability to follow rules and program planning. Must have the ability to lead activities in various program areas. Must have the ability to work effectively with diverse groups and to assist in maintaining discipline and/or control. Must be able to meet and deal tactfully with the public.

Education, Experience and Training: Must be at least 18 years old. High school diploma/GED, preferred. Experience working with children in a recreation setting, desired. CPR/First Aid certification required.

Special Conditions:

- Criminal Records Check, including fingerprinting
- CPR/First Aid Certification
- Mandatory Participation in one-day staff training
- Must be available to work as scheduled.