

Part-time Temporary
No Benefits

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

RECREATION AIDE/TEACHER'S AIDE

JOB PURPOSE

Under supervision, assist in conducting recreation activities in a varied indoor and outdoor recreation program and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- Develop recreation program plans;
- Implement recreation activities;
- Assist in conducting recreation activities;
- Attend staff meetings and in-service training;
- Receive calls and visitors, provide public assistance and information, answer questions, refer callers to appropriate person as needed;
- Perform a variety of general clerical duties in support of assigned office/program activities, operations and staff;
- Enter data into computer, print reports and verify accuracy of data;
- Perform support functions such as receiving and recording fees.

Marginal Duties:

- Perform related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires some experience instructing recreation activities. Must be 18 years of age at time of appointment and possess a valid California motor vehicle operator's license.

Ability to: Understand and follow oral and written instructions; communicate courteously and effectively with public; earn the respect of children; and work harmoniously with others.

Knowledge of: Simple games and crafts appropriate for children.

CITY COUNCIL APPROVAL DATE: August 5, 1992