

CITY OF WINTER GARDEN Classification Description

CLASSIFICATION TITLE:	Recreation Part-time	FLSA Status: N/A
DEPARTMENT:	Parks and Recreation Department	Union Status: N/A
JOB CODE:	7290	

WORK OBJECTIVE

Assists full-time parks and recreation staff members with a variety of duties in preparing and leading recreation programs, special events and administrative duties as needed.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Assists with the set-up and break-down of athletic facilities, tables, chairs, decorations, event apparatus or other equipment required for the successful implementation of a recreation program or event.
- Maintains official records or scorebooks as necessary for programs.
- Work may entail officiating matches according to City of Winter Garden rules and regulations as well as any other governing body of rules that the City chooses to adopt.
- Cleaning duties may be assigned.
- Assists with other program needs as necessary in athletic programs, aquatics programs, special events, youth programs, senior citizen programs, or any other type of recreation programming.
- Attends periodic training and updates as scheduled by the City of Winter Garden.
- Prepares and submits written reports as necessary regarding incidents that take place in an athletic contest or recreation program.
- Must be able to communicate effectively in English with program participants, coaches and spectators as to program instructions or rulings pertaining to athletic contests.
- Must be able to communicate in an age-appropriate manner with all program participants.
- Performs other duties as assigned by Parks and Recreation staff to assist in facilitating recreation programming.

MINIMUM QUALIFICATIONS

Must have training experience relating to rules of the sport to which he or she is assigned. Officiating certifications may be necessary depending on each individual sport. Experience with previous officiating is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to lift over 40lbs gross weight and carry for at least 50 yards.

Ability to speak effectively in front of large groups.

Ability to effectively and impartially diffuse potentially hostile confrontations involving program participants, coaches or spectators.

Ability to utilize common software applications.

Excellent customer service skills are a must.

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ENVIRONMENTAL REQUIREMENTS

Tasks may or may not be performed in outdoor environments. There may be exposed to extreme weather conditions including rain, wind, storms, lightning, cold, humidity or sun exposure.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Supervisor's Name (Print) or Human Resources

Employee Signature

Supervisor's Signature or Human Resources

Date

Date