

**CITY OF ALAMO
JOB DESCRIPTION**

JOB TITLE:	Youth Center Recreational Aide	APPROVED BY CITY COMMISSION
DEPARTMENT:	Parks & Rec	DATE: <u>05.08.2018</u>
DEPT. NO.:	1700	SALARIED:
SUPERVISOR:	Parks & Rec Director	HOURLY: XXX
FULL TIME:		EXEMPT:
PART TIME:	XX Temp Part Time 20 hrs. Wkly	NON-EXEMPT: XXX

Job Description:

Under the direct supervision of the Youth Center Manager Recreation aide is responsible for organizing, implementing and monitoring indoor and outdoor recreational programs. The Recreation Aide is also responsible for assisting youth center staff with other daily operations to include, but not limited to set up, decorate and cleanup of designated areas for activities and events.

Duties & responsibilities:

Assists recreational leaders with participants in various types of recreational programs and activities at the youth center. Assists in daily operations of the programs in the facility assigned. Inspects sports and recreation room equipment as well as facility for safety before use. Provide instruction on the proper use and care of assigned facilities and equipment. Sets up, decorates and cleans up designated areas for activities and events. Serves meals to youth. Monitors and assists in the supervision of participant safety and behavior. Maintains cleanliness of recreational facilities.

Qualifications, Education, Experience, and Licenses:

Education or previous experience in youth development or recreation preferred.

Applicant must have a High School Diploma or GED.

Some youth & adult sports program experience preferred but not required.

Applicant must have a valid Texas Class "C" Driver's License.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date: _____