

**VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY
JOB DESCRIPTION**

**JOB TITLE: REC AIDE
ASSIGNED DEPARTMENT**

GENERAL STATEMENT OF JOB

Assists in the maintenance and daily functions of the Authority and its related programs and events as they pertain to community-based leisure, social and recreational programs. Under general supervision, performs tasks in assisting with the planning, organizing, and supervising of Authority programs. Work may involve training and supervising part-time personnel for programs; performing duties of part-time personnel in their absence; assisting with scheduling of the use of athletic facilities, preparing requisitions and reimbursements for maintenance expenses, purchasing and delivering supplies and equipment for programs; addressing inquiries regarding program by electronic mail and telephone; preparing facilities for use; monitoring and assisting participants; and performing other duties as assigned.

Under general supervision, performs routine to moderately complex secretarial and clerical work in support of efficient and effective department operations. Work involves answering incoming telephone calls, directing customers, and providing information; may involve renting parks, facilities, etc. and collecting money for rental; updating website; maintaining reservations and monitoring facilities rented; typing memorandums and electronic mail; and performing other job duties as assigned.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Cleans, maintains, and/or organizes facilities to include maintenance of equipment and purchasing of supplies.

Assists in supervision and cooperation with participants, customers, employees, and volunteers.

Assists in the day to day operations of various community service and center events and programs such as men and women's basketball league, drill team, Intervention Guidance Program, Summer Program, computer classes, after school tutoring, senior citizen program, and other special events.

Assists with duties that may include scorekeeping, moving bleachers, chalking/preparing fields, implementing events for seniors or those with developmental disabilities, cooking, planning fitness routines, filling in for part-time personnel during absence, and in other capacities within specific programs.

Collects participants' revenue to include basketball, concessions, pool, summer camp, and other program activities and facilitates accurate receipt process.

Operates a variety of vehicles, to include equipment and machinery such as a truck, car, computer, printer, calculator, phone, etc.

Uses a variety of tools such as shovel, rake, hoe, water hose, standard office tools, etc.; a variety of supplies such as clay,

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cleaning chemicals, wood, general office supplies, etc. and a variety of computer software such as Microsoft Office Suite.

Refers to rules, employee and athletic schedules, registration and sponsorship forms, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Creates, organizes, and posts flyers, memorandums, team rosters, special olympic events, or other documentation.

Receives and/or reviews various records and reports such as attendance records, personal checks, money orders, electronic mail, and timesheets. Prepares and collects sign-in sheets. Makes copies of documents such as receipts, sign-in sheets, etc.

Prepares and/or processes a variety of documentation such as monthly report, newsletter, calendar, deposits, and membership list.

Organizes and may open and/or close facilities via turning on lights, preparing seating, preparing athletic equipment to include soccer nets, securing alarms at the end of the day, etc. Accommodates participants by distributing equipment prior to activities.

Maintains contact with various groups and individuals such as supervisors, vendors, coworkers, other department heads and staff, volunteers, umpires, coaches, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, sending and receiving faxes, answering the telephone, entering computer data, attending meetings, etc.

Performs related duties as required.

Assists other departments when needed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED. Applicant must be 18 years of age or older. Strong typing skills and proficiency with Microsoft Office preferred. Must possess a valid Georgia State Drivers license and have reliable transportation.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), and occasionally heavier objects and materials (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, etc.

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Requires the ability to prepare reports, records, correspondence, schedules, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; and to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Authority as they pertain to the performance of duties of the Rec Aide. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of recreation programming and event planning, marketing, community relations, facility maintenance, public safety. Has knowledge in pool maintenance methods, equipment and safety. Is able to make sound, educated decisions. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has knowledge of modern

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office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite infrequent exposure to extreme heat / cold, humidity, etc. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work.

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Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Has a clear and comprehensive understanding of established standards, methods and procedures.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action.

Creativity: Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Adheres to policies in the discharge of duties and responsibilities.

Policy Formulation: No policy formulation responsibilities.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.