

RECREATION AIDE

DEFINITION: Under immediate supervision, performs work of routine difficulty in planning, coordinating and supervising recreational activities in physical, social and cultural programs within the chapters, schools and communities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, coordinates and initiates structured recreational activities in chapters, schools and communities; promotes prevention/intervention activities and implements competitive/non-competitive physical activities that include sports, fitness runs, youth camps, arts and crafts and hobbies; promotes structured, socially positive recreational activities to meet the various needs and interests of youth to reinforce positive individual growth and development to ensure the development of high self-esteem, better lifestyle, social skills and sportsmanship.

Assists the program to achieve the goals set by the department; assists in preparing recreational facilities for use including assurance that appropriate equipment and supplies are available for events; sets up and takes down equipment; responds to public inquiries; and provides information within the area of assignment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic operations, services and activities of a recreation program.
Knowledge of general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special event.
Knowledge of active and passive game activities suitable for children.
Skill in first aid methods and safety precautions used in the recreational field.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions. Work may at times be strenuous, requiring continuous physical effort for long periods of time. Ability to sit, stand, stoop or bend and lift up to 15 pounds.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and one (1) year of recreational fitness or wellness experience.

PREFERRED QUALIFICATIONS:

- Supplemented by college courses in fitness, wellness or recreation.
- Certificate in curricula in fitness, wellness or recreation.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess current Cardiopulmonary Resuscitation (CPR), First Aid Certification and Food Handler's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.