



Seasonal Program Aide (Part-Time)

Department/Division:	Parks and Recreation
Reports To:	Recreation Services Manager; Recreation Supervisor, Recreation Coordinator, Seasonal Program Coordinator
Provides Direction To:	
FLSA Exemption Status:	Non-Exempt
Date Prepared:	April 26, 2016
City Council Resolution #:	

GENERAL PURPOSE

Under supervision of the Seasonal Program Coordinator, the positions assigned to this classification, implements and instructs campers and/or participants involved in seasonal recreation programs, cultural activities, and special events for community recreation, park, and leisure services; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Seasonal Program Aide reports to a Seasonal Program Coordinator or Recreation Supervisor . Responsibilities include instructing and assisting with seasonal camps and recreation programs. The incumbents of this classification require and receive moderate supervision, but function with a responsibility of implementing, , teaching and supervising classes, programs and special events. Incumbents will assist in the coordination of specialized activities within the seasonal camps and recreational programs

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Implements, assists and supervises participants enrolled in seasonal camps, classes, and programs.
2. Assists with set up and clean up for seasonal camps, classes and program activities.
3. Assists Seasonal Program Coordinators with leading and teaching specialized recreation activities.
4. Effectively communicate verbally to supervisor, staff and participants.
5. Assist with the daily operation of all camp and activity sites.

6. Acts as a liaison communicating to parents, patrons and participants regarding seasonal programs.
7. Assists and supports Seasonal Program Coordinators and Recreation Supervisors with the seasonal programs, events, and services, including youth, teen, and adult sports programs, after school programs, contract classes, cultural arts and aquatics programs.
8. Completes, organizes and maintains records of attendance and relevant related paperwork.
9. Assists with maintaining park and recreation facilities; reports and recommends facility and park maintenance and safety issues.
10. Maintain a safe program environment for participants, facility users and staff.

QUALIFICATIONS GUIDELINES

Knowledge of:

Basic objectives, methods and techniques of community recreation programs. Safe work practices, principles, rules, materials, equipment requirements and organization of a wide variety of play and recreational activities. Basic principles and various recreational activities that are of interest to the community. Safety related equipment for First-Aid and CPR Procedures including Automated External Defibrillator. The operation and equipment needed in a broad recreation program and in the proper arrangement of recreation areas. Customer service practices.

Ability to:

Assist with the instruction and implementation of seasonal recreational activities suitable to individual and group interests, needs and capacities. Work effectively in a team environment. Effectively and appropriately supervise participants. Establish and maintain effective relationships with employees, City officials, and the general public. Communicate effectively both orally and in writing. Apply and interpret policies and procedures. Methods of effective customer service.

Education/Training/Experience:

Completion of 10th grade and six months paid or volunteer experience in an athletic or childcare program, babysitting or volunteer team sport coach or participant. Enrollment in college preferred with coursework related to recreation, leisure studies or related field is desirable.

Licenses, Certificates; Special Requirements:

May require a valid Class C California driver's license and have an acceptable driving record, depending upon position assignment.

May require certification by the Red Cross as a Lifeguard, CPR certification, First aid certification, and Water Safety Instructor certification, depending upon position assignment.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 25 pounds. The employee must be able to physically lift, push, pull, and/or carry recreational materials and media equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; work with constant interruptions and meet deadlines; and interact with City officials, citizens groups, sports officials, school representatives, contractors, employees, management, and others encountered in the course of work; occasionally subject to conflicts involving the use of community services.

WORK ENVIRONMENT

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In the office setting, the employee works in controlled temperature settings. At sporting, recreational, and community services events and is subject to loud noise and variable weather conditions.