

CITY OF ROMULUS
Job Description

JOB TITLE: RECREATION PROGRAM AIDE

EXEMPT: No

SALARY LEVEL: \$9.45/hr

DEPARTMENT: Recreation

BENEFITS: Part-time, seasonal, no benefits

JOB CODE:

DIVISION: Non-union

LOCATION: Various

UPDATED: 5/28/2019

SUMMARY:

The Recreation Program Aide, under the direction of the Recreation Program Coordinator, assists in the planning and implementing of different activities and programs in and around the city of Romulus. Participates in activities and events as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Helps with the organization of the registration.
2. Helps with the organization and supervision of program participants.
3. Functions as a positive, encouraging role model to all participants.
4. Works with the parents to keep the communication levels high.
5. Completes personal injury and property damage forms as well as other reports as needed.
6. Plans activities and programs at the site. Participates in activities with the children.
7. Is certified in CPR and First Aide, and is prepared to administer First Aide and CPR techniques.
8. Assists in the administration of discipline of the participants according to policy and procedure.
9. Helps maintain equipment inventory and makes sure all equipment is returned at the end of the event.
10. Responsible for completing a weekly time sheet and submitting it to the Recreation Program Coordinator.
11. Helps with daily work assignments as needed.

The above statements are intended to describe the general nature and level of work being

Prepared in compliance with:

Romulus Policies and Procedures Manual

Americans with Disabilities Act

Equal Employment Opportunity Act

performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero staff in the summer recreation program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Proof of current enrollment in High School (with work permit, if under 18), or High School Diploma

Experience: One year of related experience; or equivalent combination of education and experience is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of organization. Foul and/or offensive language will not be tolerated.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to accept and follow directions from their supervisors.

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CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Operator’s License and/or reliable transportation
CPR Certified or in process of becoming certified

OTHER SKILLS and ABILITIES:

The ability to multi-task; ability to establish effective relationships with employees, supervisors and the children/ adolescent population.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear and engage in activities with participants. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl.

The employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.