

## **COMMUNITY FACILITIES AIDE**

### **DEFINITION**

This is an intermittent, part time hourly position that is responsible for monitoring a variety of recreational programs that take place at the Youth Center, sports fields, gymnasiums, picnic shelters, and other related parks and recreation facilities. These tasks are illustrative only and may include other related duties. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions designed to monitor and to provide on-sight supervision and customer service at parks and recreational facilities where programs, leagues, and related activities are held. Incumbents within this classification may be required to work nights, weekends, and holidays depending on the recreational activity that is scheduled.

### **REPORTS TO**

Parks and Community Services Director and/or Recreation Supervisor or as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### **ESSENTIAL FUNCTIONS**

Serves as a representative of the Parks and Community Services Department; demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with facility users, activity participants, co-workers, and the general public; closely monitors the actions of program participants and facility users; provides general clean-up of assigned facility (e.g., light janitorial, empty trash containers, replenish restroom supplies, sweep and mop floors, etc.); sets up and takes down sports equipment; enforces facility rental policies and procedures; ensures that facilities are properly opened and closed; maintains inventory of equipment and condition of facility before, during, and after a particular event; assists in the daily maintenance and preparation of sports fields and gymnasiums; and performs other related duties as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, bend, stoop, kneel, and walk; normal manual dexterity and eye-hand coordination; lift and/or move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal and written communication skills.

**TYPICAL WORKING CONDITIONS**

Work is performed in an indoor and/or outdoor recreational facility or field environment; deals with the public; works independently within established guidelines.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Light custodial maintenance practices and standards.
- Accident prevention and safety practices and procedures.
- Current customer service techniques and standards.
- Equipment used in recreational and sports programs.

**Ability to:**

- Think and react clearly, quickly, and accurately in emergencies.
- Write up incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Respond to and resolve concerns that arise from customers related to facility usage.
- Follow verbal and written instructions and direction.
- Communicate in a clear and concise manner.
- Travel to and from work site as needed.
- Observe assigned working hours.
- Work flexible hours including days, evenings, weekends, and holidays as assigned.
- Inspect facility for safety.

**Training and Experience:**

Any combination of training and experience which will indicate the possession of the skills, knowledge, and abilities listed above.

**Education:**

- Receipt of a high school diploma or recognized equivalent.

**Licensing:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS:**

- Candidates may be required to be fingerprinted at time of appointment.

- First Aid and CPR certified or the ability to obtain certification within 60 days of hire.

**Seasonal employees are classified “at will” and may be terminated at any time, with or without cause, any time prior to the end of the season.**

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*

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