South Jordan City

Job Description

Title:	**Recreation Aide**	**Effective Date:**	**2/1/16**
Org:	**230270**	**FLSA:**	**Non-Exempt**
Pay Scale:	**S-4**	**Workers Comp**:	**Municipal**

This is an "at-will" position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Instructor for year-round kids' camp available for boys and girls ages six (6) to twelve (12) years of age. Oversee, carry-out and participate in group and individual activities and maintain the cleanliness of all equipment and supplies.

SUPERVISOR

Program Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Establish effective relationships with staff, parents, and children.

Implement and run the camp programs outlined by the Youth Program Coordinator (swimming, sports, games, crafts, field trips, and a variety of other unique and exciting activities) in a positive, non-competitive, and fun environment.

Assist supervisor in evaluating the success of the current activity schedule, provide suggestions on how to improve the camp, and help plan future programs and activities.

Establish camp structure and, when necessary, carry-out appropriately approved discipline.

Ensure equipment and the facilities are clean, well maintained and safe at all times and track equipment inventory.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1.   Education and Experience:

        A.   Graduation from High School or G.E.D.

2.   Special Qualifications:

        Must be at least 18 years of age
        Background in sports and fitness preferable.
        CPR and First Aid Certified

3.   Knowledge, Skills and Abilities:

        Ability to care for children and maintain a safe, controlled environment.

        Ability to provide an exciting and stimulating environment for children that attend the South Jordan City kids camp.

        Excellent communication skills, as well as the ability to provide exceptional customer service.

        Ability to respond quickly and effectively to accidents and emergency situations that may occur.

        Ability to identify children in the program whom are ill and/or contagious, and take precautions to ensure the health and safety of children, parents, staff and themselves.

4.   Working Conditions:

        Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Work environment is fast-paced and at times noisy.   Ability to lift up to 40 pounds. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	**Municipal Part Time**	**EEO-4 Class:**	**Serve/Maint.**
Location:	**Fitness Center**	**EEOP Class:**	**Serve/Maint.**
Group/BU:	**Part Time Pay Plan**	**Tech-Net Match:**	**n/a**