



Recreation Aide

Job Tracking ID: 512707-572459

Job Level: Entry Level (less than 2 years)

Date Updated: April 17, 2017

Starting Date: ASAP

Job Location: Columbia, TN

Job Type: Seasonal

Years of Experience: Up to 2 Years

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Job Description:

Plans, organizes, conducts, and directs a variety of recreational activities at a recreation facility or park site.

- Plans, organizes, schedules, conducts, and directs recreation activities in a specialty program area such as sports, arts and crafts, senior citizen recreation programs, special events, therapeutic recreation programs;
- Maintains and prepares periodic attendance, activity, financial and special reports regularly and upon request;
- Orders supplies and materials;
- Resolves requests for information, complaints about services, suggestions for operational improvement;
- Works with community groups, schools, to initiate and implement programming;
- Prepares and distributes flyers, posters, and other advertisement for area programs;
- Performs on-site participant registration for recreational activities;
- Trains part time and temporary staff;
- Enforces and explains policies and procedures to patrons in all areas;
- Participates in community activities;
- Maintains records and prepares reports, brochures, and informational materials relating to program assignments and financial and activity records;
- Assures facilities and equipment are in good order and arranged to meet the requirements of users;
- Assures facilities and equipment are clean and sanitized and free of hazards.

Apply before 4:00 pm, Friday, May 5, 2017.

Experience and Skills:

Methods and techniques of program planning and objectives of public recreation. The rules, regulations and tournament bracketing governing various competitive athletic games such as softball, baseball, basketball, volleyball and table games. A variety of active and passive games and activities suitable for children, adolescents, adults, senior citizens and/or special populations. The tools and techniques of teaching crafts, sports, and other recreational/leisure time activities. The use and care of parks and recreations equipment, materials and facilities. Must possess computer application skills that at a minimum include Microsoft Office Suite products including Word and Excel.

Associate's degree (A.A.) or equivalent from two year-college or technical school preferred; or two to three years related experience and/or training; or equivalent combination of education and experience.

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 regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. 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 occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and explosives. May be required to work evenings, weekends, and holidays.

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