

**2302.08**

**ARDEN MANOR RECREATION AND PARK DISTRICT  
RECREATION AIDE**

**JOB DESCRIPTION**

**DESCRIPTION:**

Under the supervision of the Recreation Supervisor or his/her designee, the Recreation Aide will implement and lead after-school programs/classes for youth in kindergarten through eighth grade. Classes include soccer, basketball, and baseball, and/or enrichment classes such as art, science, cooking, and more. The Recreation Aide may also assist at agency special events and substitute in other areas of The Arden Manor Recreation & Park District.

**EXAMPLES OF DUTIES:**

- The Recreation leader will lead and teach basic skills and fundamentals of a variety of after-school sports programs and enrichment classes.
- Observe necessary precautions to ensure the safety of program participants and maintain a clean, professional-looking environment; inspect assigned facilities for maintenance and report.
- Organize and maintain necessary supplies and equipment for activities/classes.
- Supervise and monitor the behavior of program participants; enforce rules and regulations and apply appropriate disciplinary measures as needed
- Communicate effectively with the Recreation Coordinator concerning recreation activities/programs, schedule changes; participant's behavior and needs, and upcoming programs.

**PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Fundamental rules, strategies, techniques, and skills of a variety of recreational activities such as athletics, physical fitness, games, arts, crafts, and music.
- Establish and maintain effective relationships with staff, volunteers, park users, program participants, and various community, business, and special interest groups including persons with disabilities.
- Communicate clearly and concisely orally and in writing.
- Maintain complete and accurate records and reports.
- Learn the principles, practices, and methods of planning, organizing, conducting, and evaluating recreation activities and events.

**PHYSICAL DEMANDS:**

While performing the duties of this position, the Recreation Leader may be frequently required to sit, stand, reach, walk, run, manipulate objects tools, or controls, and communicate. The position may require mobility and the occasional lifting of objects weighing up to 50 pounds. Manual dexterity and coordination may be required to operate including but not limited to, art tools, play equipment, program equipment, and standard office equipment.

**MINIMUM REQUIREMENTS:**

- Must be at least 16 years old and have a valid work permit
- Experience working with children.
- Possession of, or ability to obtain, a valid First Aid, AED, and Adult/Child CPR certification.

**ADDITIONAL REQUIREMENTS:**

Must pass a Department of Justice background check