

City of Fernandina Beach
Job Description



City Manager's Signature
10/11/18

Date

Title: Recreation Aide
Department: Parks & Recreation
FLSA Status: Non-exempt
Reports to: Recreation Program Supervisor
Pay Grade: 117

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED required. Customer service experience a plus. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid Florida driver's license required.
First aid, CPR, and AED certification/training preferred.
- C. Knowledge, Abilities, and Skills:
Ability to communicate effectively, both orally and in writing required. Ability to work effectively with co-workers and the public required. Ability and willingness to perform manual tasks required. Knowledge of athletic rules and regulations preferred. Proficiency in Microsoft Office Suite preferred.

General Description

This position promotes and coordinates activities for members of the community in the City's recreational facilities. This position also is responsible for participant safety. This position is also responsible for assisting in the maintenance of City recreation centers.

Essential Functions

1. Greet and assist visitors and staff in a friendly, professional, and hospitable manner; provide appropriate information requested.
2. Professionally and courteously respond to all incoming telephone calls and either assist caller or route call appropriately.
3. Set up/distribute equipment for programs, events, or athletic activities.
4. Prepare recreational facilities for events and activities; may include setting up chairs and tables, moving furniture and equipment.
5. Assist in conducting/facilitating activities.
6. Monitor recreational events; assist in maintaining order and discipline.
7. Check equipment to ensure that equipment is clean and in proper working order.
8. Record attendance and participation for facility programs and events; confirm names and ages of patrons via photo identification; calculate and collect fees.
9. Perform related clerical work; operate standard office machines and equipment.
10. Perform routine cleaning and light maintenance tasks as needed.
11. Attend and participate in administrative meetings as required.
12. Other duties as assigned.

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Essential Physical Skills

Acceptable eyesight and hearing (with or without correction), moderate to heavy (up to 50 pounds) lifting, walking, running, bending, sitting, standing. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions. Works in or with moving objects.

Key Competencies: Integrity, Teamwork, Customer Service, Attention to Detail, Energy