

VALLEY – WIDE RECREATION AND PARK DISTRICT
Menifee Community Center
Job Title: Recreation Aide (Bilingual Preferred)
Starting Pay: \$16.00 per hour
Part-Time Position

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Recreation series. This class is distinguished from the Senior Recreation Aide and by the performance of the more routine tasks and duties under supervision.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from Recreation Supervisor, Recreation Coordinator and higher-level Recreation staff

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS –*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Assist Recreation Supervisor, Recreation Coordinator and Lead Recreation Aide to coordinate recreation activities within the area assigned, which may include but are not limited to:

- Youth basketball, volleyball, flag football and indoor soccer
- Adult slo-pitch, basketball and volleyball
- Other related team sports
- Individual sports
- Instructional classes
- Special Events
- Scheduling and participation in programs
- Assist with the maintenance and inventory equipment and facilities

Marginal Functions:

Perform related duties and responsibilities as assigned

QUALIFICATIONS:

Knowledge of: Athletic games and sports leagues

Ability to: Work as part of a team. Establish and maintain effective working relationships with other employees and the public.

Experience and Training Guidelines: —*any combination of experience and training that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:*

Experience: Previous experience working with sports leagues, youth programs, special events and senior activities

Training: Any additional recreation related training

License or Certificate: Possession of valid California driver's license, California ID, or school ID or school work permit, if still in school.

Fingerprints: Clearance through the Department of Justice, if over 18 years old.

WORKING CONDITIONS

Environmental Conditions: Office, gymnasium, park and field environments. Essential and marginal functions may require maintaining physical conditions necessary for heavy lifting, bending, stooping, kneeling, crawling; working at heights; standing or walking for prolonged periods of time; operating motorized vehicles and equipment. 25 – 100 lbs. average lifting. Over 100 lbs. require team lifting.

Office and Field Environment: travel from site to site. Driving motor vehicle, Indoor, Outdoor, Hot & Cold temperatures, Loud Noise, Sit in front of a computer screen for a portion of the day.

Equipment Use: Computer, Telephone

Marginal Functions: Perform related duties and responsibilities as assigned.

To Apply Submit a Completed Application in person to: (Position Open Until Filled)

Valley-Wide Recreation and Park District, Menifee Community Center, 30627 Menifee Rd., Menifee
For questions, please call 951-672-6744