

City of Mission Job Description

Job Title: **Recreation Aide**

Classification: **Non-Exempt**

Department: Parks & Recreation



Division: Parks

Supervisor: Recreation Athletic Supervisor

Effective: 03/22/2024

I. JOB SUMMARY

Individual serves as a Recreation Aide for the summer programs the City has implemented. The incumbent must be able to work with children from ages five (5) thru fifteen (15). Individual has daily contact with the public. Individual has no supervisory responsibilities. Individual will be assigned other duties when necessary by supervisor/department head.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D preferred.
- Experience in working with children.

III. EMPLOYMENT REQUIREMENTS

- Applicant must take and pass a drug screening administered by the City of Mission doctor at the City's expense.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to follow directions and procedures.
- Ability to communicate orally in the Spanish language.
- Speak and write clearly in the English language.
- Ability to play with children or teenagers.
- Ability to perform work tasks with minimal supervision.
- Ability to deal with parents and the public tactfully, courteously and in a business matter.
- Ability to maintain effective working relationships with office staff, supervisor, parents, and the public.
- Creativity is essential.

V. ESSENTIAL JOB FUNCTIONS

- Playing with kids.
- Assists with track meets.
- Assists children in doing arts and crafts.
- Monitors children while on the playground.
- Assists in setting up programs/activities as needed.
- Assists supervisor to chaperone kids when on field trips.
- Assists with special events.
- Performs any other duties assigned by supervisor.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None

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VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Telephone, Copy machine, Fax machine
- Playground equipment

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to do arts and crafts and play with kids.

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X. PHYSICAL DEMAND ANALYSIS**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Play ground equipment and toys.
	6-10 lbs	O	Play ground equipment and toys.
	11-20 lbs	O	Play ground equipment and toys.
	21-25 lbs	O	Play ground equipment and toys.
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	O	Play ground equipment and toys.
	6-10 lbs	O	Play ground equipment and toys.
	11-20 lbs	O	Play ground equipment and toys.
	21-25 lbs	O	Play ground equipment and toys.
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	N	
	6-10 lbs	N	
	11-20 lbs	N	
	21-25 lbs	N	
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Entrance stairs
BALANCING	N	
STOOPING (bending at waist)	F	Pick up toys and playground equipment.
KNEELING (one or both knees)	F	While playing games with kids.
CROUCHING (bending at hips/knees)	F	While playing games with kids.
CRAWLING	N	
REACHING	F	To pick up toys and playground equipment up to partial full arm extension.
TWISTING/TURNING (rotation)	F	180 degrees to play basketball or assorted games and other activities with kids.
HANDLING (manipulated objects)	F	Toys and playground equipment.
FINGERING (finger dexterity)	C	Blowing whistle to get kids attention.
STANDING	C	Playing games with kids.
WALKING	C	Playing games with kids.
GRASPING (whole hand activities)	F	Toys and playground equipment.
SITTING	O	Watching movies with kids.
N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%		

I, _____ understand the physical demands, work environment functions and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date