



City of Powell Position Description

Position Title: Seasonal Recreation Aide
FLSA Status: Non-Exempt
Reports to: Recreation Supervisor
Employment Type: Part-time

Pay Grade:
Service Type: Unclassified
Revision Date: November 2021

Nature of Work – General Description:

This position works under the direction of the Recreation Supervisor. This position prepares for and facilitate the City's day camp programming. May assist with special events and other Parks & Recreation activities.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Support the planning and implementation of ideas for summer camp programs.
- Facilitate or monitor evening programming which includes assisting with special events and other activities when needed.
- Preparing materials for events and programming.
- Handle the public with courtesy, fairness, and professionalism when addressing safety issues or concerns.
- Respond quickly, intelligently, decisively and in accordance with emergency procedures; document and report incidents in a timely manner.
- Administer first aid, CPR, and AED when needed.

Nonessential Functions:

- Assist in maintaining and cleaning facilities.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- None.

Minimum Qualifications:

- High school diploma or equivalent.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Possession of or ability to obtain CPR and First Aid certification.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Methods involved in organizing, conducting, and supervising programs or events.
- Monitoring small and large groups.
- Write and communicate effectively.
- Understand and follow instructions and directives.
- Work independently.
- Establish and maintain effective working relationships with co-workers, city officials, program/event participants, vendors and public.
- Exercise independent judgment as it relates to recreation programs and activities.

Working Environment and Conditions:

- Working outside in extreme weather conditions and environment conditions of work site.
- Ability to exert in excess 50 pounds of force occasionally, and/or up to 25 to 40 pounds of force frequently
- Possession of physical strength, agility, and endurance to perform all essential functions; ability to perform tasks requiring stooping, bending, reaching, pushing, pulling, grasping, feeling, and repetitive motions.
- Ability to walk long distances and/or work while standing for long periods of time.
- Ability to work evenings, weekends, and holidays as needed.