# POSITION DESCRIPTION



# **Recreation Programs Aide**

**COUNTY OF WASHINGTON, VIRGINIA** 

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

#### 02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

## **RECREATION PROGRAMS AIDE**

#### **General Description of Responsibilities:**

Under the direction of the Recreation Manager, the Recreation Programs Aide assists in the development, implementation, and supervision of recreational programs conducted or sponsored by the County Department of Recreation on a permanent/part-time basis generally not exceeding 32 hours per seven-day workweek. The position also assists in recreational facilities maintenance and preparation. Exact work schedule and weekly hours are established by the Recreation Manager and may vary depending on need. Work on nights, weekends and holidays may be required. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to moderately complex in nature. Work may require moderate physical effort.

#### **Examples of Work:**

- 1. Supervision of youth athletic activities.
- 2. Preparation of activity areas for play.
- 3. Assists in the development and supervision of non-athletic after-school recreation programs.
- 4. Assists Recreation Manager in the development and presentation of special events.
- 5. Assists in Summer Day Camp activities.
- 6. Assists with recreational facility maintenance and development.
- 7. Provides oversight and supervision of program volunteers.
- 8. Perform other duties as required.

#### **Employees Directly Supervised:**

Temporary and Seasonal Recreation Employees as directed by the Recreation Manager

#### **Qualifications:**

# Education and Experience:

Education and experience equivalent to a four-year degree from an accredited college or university with a major in recreation / leisure services, or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities needed to perform the job. Must possess a valid driver's license.

## Knowledge, Skills, and Abilities:

General knowledge of recreational programming, both athletic and non-athletic based. Ability to communicate clearly, both orally and in writing. Ability to work well with the public.

2004 **Position Description First Approved and Adopted:** 

**Latest Revision:** 

**Position Class:** Aide Status: Permanent/part-time

**FSLA Status** Non-exempt **Initial Starting Wage Range:** 

Federal Minimum - \$11.00/hour