



**JOB DESCRIPTION TITLE:** Recreation Staff – Level 1

**THIS POSITION REPORTS TO AND IS SUPERVISED BY:** APRD Manager

**THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:** None

**GENERAL DEFINITION OF POSITION:** The Recreation Staff – Level 1 is primarily responsible for the safety of all participants in the event.

**ESSENTIAL JOB FUNCTIONS:**

- Respond immediately and effectively to any emergency. Administer first aid according to prescribed procedures. Afterwards report emergency immediately to supervisor, and file report.
- Enforce rules and regulations of recreational facilities in order to maintain discipline and ensure safety..
- Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, and games.
- Dress in appropriate APRD staff clothing while on duty.
- Maintain positive rapport and professional image with patrons.
- Be punctual. Obtain substitute when unable to report for scheduled shift.
- Maintain current required certifications.
- Attend mandatory staff meetings and in-service training.
- Perform related work as required.
- Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging their participation.

**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

**1) Required Education/Experience/Training:**

14 years of age, good standing with current school

**2) Required Knowledge, Skill and Abilities:**

- Ability to work well with children and staff.
- Complete written reports.

**3) Certificates/Registrations:**

None needed

**4) Physical Requirements:** See Required Knowledge, Skills and Abilities.

**WORK SCHEDULE:** Part time; hours will vary and may require evening and weekend