

**Town of Steilacoom  
Job Description**

**Position Title:**            **Recreation Aide** (Before School / After School / Junior Explorer / Summer Camp Programs)            **4/22**

**Basic Function:**            Supervise, monitor, evaluate, and assess program participants. Direct and participate in program appropriate activities.

**Reports To:**                Youth Recreation Leader

**Supervises:**                Program Participants

**Duties and Responsibilities:**

1. Supervises program participants. Observes and monitors participant activities.
2. Strives to maintain a safe program environment.
3. Communicates clearly/appropriately with children/adults in positive, friendly manner.
4. Compiles participant assessments, and communicates with the Recreation Leader regarding participant progress.
5. Assists program participants (*before/after school program*) with managing homework (*to include online assignments*).
6. Directs/participates in all program appropriate activities to include arts/crafts, sports, games, drama, music, hiking, and/or swimming.
7. Provides additional program support to include assisting in curriculum development, snack preparation, set-up, and clean-up.
8. Provides active support to Town customers, citizens, and coworkers while displaying a positive work attitude.
9. Takes action on directions/suggestions from the supervisor.
10. Accurately processes payments.
11. Adheres to appropriate workplace attire.
12. Performs similar and incidental duties as assigned.

*Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

**Knowledge, Abilities, and Skills:**

1. Skilled at following multi-step directions/suggestions.
2. Ability to work independently, be a self-starter, and work as a contributing member of a team.
3. Ability to communicate clearly/appropriately with children/adults in a positive, friendly manner.
4. Ability to organize and plan work effectively.
5. Ability to lead/direct children of all ages/ability levels providing accommodation when necessary.
6. Ability to actively participate with children during recreational activities.

7. Ability to be bonded
8. Ability to accurately process payments.
9. Have knowledge of and display appropriate workplace attire.

**Minimum Qualifications:**

1. High school graduation/GED equivalent.
2. One year experience working with children in a structured program.
3. CPR and Basic First Aid Certification (*able to obtain as agreed/specified*).
4. Food Handler's License (*able to obtain as agreed/specified*).

**Summer camp program preferred qualification:**

Ability to swim and/or possess lifeguard certification.

**Terms of Employment:**

Must pass a background check. Must be fully vaccinated against COVID-19, unless, exempt for qualifying medical/religious reasons (*proof of vaccination required*). Incumbent may, on occasion, be asked to substitute for an absent employee.

**Physical Requirements:**

Frequent walking, running, standing, sitting, squatting, kneeling, pushing, pulling, and moving/lifting up to 30 pounds. Occasionally transport and set-up equipment, tables, and chairs. Frequent interaction with children in physical exercise, sports, and games. The summer camp program requires constant interaction in these activities as well as the ability to hike, and swim. The incumbent must be able to traverse uneven terrain as activities are frequently conducted in an outdoor environment.