New Jersey
Civil Service
Commission

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

RECREATION AIDE

DEFINITION:

Under supervision, assists in organization, development, and personal leadership in recreation activities of all types; does other related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide support services to staff responsible for recreation program activities. These positions may provide input or recommendations regarding curriculum planning, subject to approval by supervisory staff. The exercise of independent judgment is limited due to the nature of the work.

EXAMPLES OF WORK:

Assists in the curriculum planning, organization, promotion and implementation of recreational programs and activities.

Helps promote recreation programs of all types.

Helps organize and lead groups and individuals in various activities.

Helps plan, implement and publicize special events.

Helps participants attain greater skills in and enjoyment from recreation activities.

Assists in the maintenance of records and completion of reports (e.g. Participation Usage Reports, time cards, incident/accident reports, etc.) as directed.

May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the recreation program.

Helps set up and clean activity area to ensure it is neat and free of health/safety hazards.

Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures.

Welcomes visitors and answers incoming telephone calls.

Notifies patrons of activity schedules and registration requirements.

Monitors participants to ensure orderly conduct.

May maintain inventory of supplies and equipment.

Reports to supervisor orally or in writing on groups and individuals.

Maintains records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to assist in instructional tasks.

Ability to establish and maintain effective working relationships with participants, associates, and the public.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02983		L	N		N/A	00		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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