

**Town of Steilacoom  
Job Description**

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

**Basic Function:**        Direct and participate in program activities. Monitor program participants.

**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 appropriately with children in all situations.
4. Compiles participant assessments, and communicates with parents regarding participant progress.
5. Directs/participates in all program activities to include arts/crafts, sports, games, drama, and music.
6. Provides additional program support to include assisting in curriculum development, snack preparation, set up, and clean up.
7. Provides active support to Town customers, citizens, and coworkers while displaying a positive work attitude.
8. Takes action on directions/suggestions from the supervisor.
9. Adheres to appropriate workplace attire.
10. 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 and be a self-starter.
3. Ability to communicate clearly/appropriately with adults and children.
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. Have knowledge of and display appropriate workplace attire.

**Minimum Qualifications:**

1. High school graduation/GED equivalent.
2. One year experience working with elementary age children in a structured program.
3. CPR and Basic First Aid Certification (*may be obtained within an agreed/specified period*).

4. Food Handler's License (*may be obtained within an agreed/specified period*).
5. Washington State Driver's License / Good driving record.

**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 (summer camp program requires constant interaction in these activities). The incumbent must be able to traverse uneven terrain as activities are frequently conducted in an outdoor environment. May occasionally drive a van for local field trips.

**Working Conditions:**

Worksite includes indoor/outdoor areas at Cherrydale School or the Steilacoom Community Center and may change based on program needs/planned activities and fieldtrips. Incumbent may, on occasion, be asked to substitute for an absent employee.