

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001066
Grade S-1**

RECREATION ASSISTANT I

DEFINITION OF CLASS:

This is recreation work as a trainee or assistant to a higher level recreation worker. An employee in this class performs a variety of routine tasks and/or an introductory level of instruction, leadership, or technical assistance in support of recreation programs and activities.

Work is performed under the close supervision of a higher level recreation worker, but routine duties are performed independently. On-the-job training is provided as necessary, and work is reviewed through conferences and observation of performance.

EXAMPLES OF DUTIES: (Illustrative Only)

Assistant Recreation Leader

- Provides assistance in leading a group in program areas such as arts and crafts, sports, music, dance, special events, pre-school, etc.
- Performs some limited building and grounds maintenance, delivering and unloading supplies, officiating at elementary and junior high sports games, and field preparation.
- Makes minor repairs to recreation equipment such as roller skates, balls, nets, etc.
- Receives, inventories, marks, and stores recreation supplies and equipment.
- Reports to supervisor any items of equipment or the recreation facility itself which may need repair.
- Performs related duties as required.

Assistant Camp Counselor

- Assists in instructing and leading camp-related activities at a residential or day camp center.
- Performs daily administrative duties under the direction of Camp Counselor or Camp Director.
- Performs related duties such as arranging for equipment, ordering supplies, and ensuring safety and resolves participant disputes in such recreation activities as music, sports, crafts, etc.
- Performs related duties as required.

Performer/Instructor Aide

- Performs and/or teaches in a performing arts discipline.
- Provides an introductory level of instruction in theater classes, camps, or related programs.
- Performs related duties as required.

Pool Attendant

- Performs routine tasks associated with various recreation programs and activities at a pool facility, including cleaning and maintenance.
- Maintains appropriate conduct in the pool area.
- Performs related duties as required.

Go-Teens

- Performs grounds maintenance, landscaping, beautification and clean-up tasks at various work sites.
- Builds and maintains park trails.

- Participates in the go-teens program.
- Performs related duties as required.

Therapeutic Recreation Assistant

- Under the direction of the Therapeutic Recreation Manager or Recreation Specialist, assists with program execution by performing such tasks as demonstrating proper exercise techniques, coordinating classes, ordering supplies, and publicizing the program.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, techniques, and equipment applicable to a recreation program.
- Ability to organize, to lead, and to teach recreation activities.
- Ability to conduct various recreation activities, assuring participant safety and discipline.
- Ability to exercise tact and judgment to maintain order and discipline and to develop and maintain good relations with participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

MINIMUM QUALIFICATIONS:

Experience: Some work experience as a participant or instructor in one or more recreation activities is preferred.

Education: Ability to read and write in English.

Equivalency: None.

SPECIAL MINIMUM QUALIFICATIONS:

- **Performer/Instructor:** Artistic talent and skill as may be demonstrated by an audition.
- **Pool Attendant:** Minimum age: fourteen (14) years

NOTE: Aquatics program positions may require additional training and/or certifications offered by the Department of Recreation.

License: Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

MEDICAL EXAM PROTOCOL: Medical History Review. Aquatics positions require the Medical History Review with a Drug/Alcohol screen.

Class Established: March, 1977

Revised: November, 1990

April 2012

March 2013

August, 2013

January, 2016

Formerly Titled: "Recreator I"; "Recreation Assistant"