

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

**Code No. 001064  
Grade S-2**

**RECREATION ASSISTANT II**

**DEFINITION OF CLASS:**

This is recreation work as an instructor, leader, or technician in recreation activities. An employee in this class provides skilled assistance and leadership in a specific function within a recreation program or in a multi-use recreation facility.

An employee in this class works under the supervision of a higher level recreation worker and may supervise part-time staff and volunteers. Work is reviewed through conferences and observation of program effectiveness.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Recreation Leader**

- May instruct, teach, or direct a small group activity not requiring advanced skills.
- Collects fees, resolves participant disputes, and ensures safety of equipment, facilities, and participants.
- Prepares for, officiates, and assists in cleaning up at school games.
- Keeps scores in competitive sports.
- May assist in program planning.
- Performs related duties as required.
- Performs administrative support work, such as receptionist duties, cashiering, participant registration, and clerical work as assigned.
- Performs related duties as required.

**Camp Counselor**

- Instructs or leads a group in varied activities involving camping or nature appreciation.
- Works with counselors as required at a residential or day camp center.
- Performs related duties such as assuring participants' safety, ordering equipment and supplies, and maintaining order at scheduled recreation activities such as music, sports, crafts, camping, etc.
- Performs related duties as required.

**Technical Aide**

- Performs technical assistance, theater maintenance, and works with an instructor in artistic operations related to performing arts programs and other arts activities.
- Performs related duties as required.

**Performer/Instructor**

- Performs, teaches, or is a specialist in a performing arts discipline.
- Provides a basic level of instruction in theater arts classes, camps, or related programs and may perform.
- Performs related duties as required.

**Stock Clerk**

- Performs warehouse work such as unloading, delivery, or assembling supplies and materials.
- Stocks shelves; takes and fills supply orders; assists with the annual inventory.
- Performs general housekeeping duties at the warehouse as required.
- Performs related duties as required.

**Therapeutic Recreation Assistant**

- Under the direction of the Therapeutic Recreation Manager or Recreation Assistant, 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 recreation activity.
- Ability to plan, direct, and conduct recreation activities, assuring participant safety and discipline.
- Ability to supervise others, as required.
- Ability to exercise tact and judgment, to maintain order and discipline, and to maintain good relations with the participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

**MINIMUM QUALIFICATIONS:**

**Experience:** Some work experience leading or instructing recreation or related activities.

**Education:** Ability to read and write.

**Equivalency:** None.

**SPECIAL MINIMUM QUALIFICATIONS:**

- Performer/Instructor: Artistic talent and skill as may be demonstrated by an audition.

**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.

**Class Established:** March, 1977

**Revised:** November, 1990

April, 2012

March, 2013

August, 2013

**Formerly Titled:** "Recreator II"; "Recreation Leader I"