RESOLUTION - ACTION REQUESTED 2020-249

MEETING: May 19, 2020

TO: The Board of Supervisors

FROM: Kimberly Williams, Human Resources Director

RE: Approve Amendment to the Recreation Aide I/II/III Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve Amendment to the Recreation Aide I/II/III Job Description.

The Human Resources Department has been recruiting for the Recreation Aide I/II/III Extra-Help position since February 2020 to fill several vacancies for recreational programs at assigned County facilities. During the recruitment it has been discovered that many applicants are not meeting the 15 year minimum age requirement set forth in the current job description. These applicants are typically 14 years of age and are otherwise well qualified. The Parks and Recreation Division of Public Works would like to be able to consider these applicants to fill the remaining vacancies in order to fully staff the County's recreational programs including the Summer Day Camp. All applicants under age 18 would still be required to provide a valid and current work permit at the time of employment.

The only proposed change to the job description is to remove the 15 year minimum age requirement. Human Resources staff in concurrence with the Director of Public Works and Transportation has determined that this change will result in a larger qualified candidate pool this year and each subsequent year when recruiting for this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve proposed amendments to the Recreation Aide I/II/III job description and continue with the current job description that would most likely result in understaffed summer programs.

ATTACHMENTS:
Resolution - Action Requested 2020-249

Recreation Aide I-II-III - draft with change  (PDF)

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Rosemarie Smallcombe, District I Supervisor
SECONDER:  Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
RECREATION AIDE I/II/III

DEFINITION
Plans, coordinates and supervises recreational programs at assigned County facilities; performs routine cashiering tasks; responds to public inquiries regarding available programs; provides basic clerical assistance as required; and performs a variety of manual labor tasks in the cleaning and maintenance of County facilities. Some positions in this class may work irregular hours. Advancement to Recreation Aide II or III is based upon departmental need and is not automatic.

Recreation Aide I is the entry-level class in this series and works under close supervision within a framework of well-defined policies and procedures. Recreation Aides II and III work under general supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Parks and Recreation Manager, and/or the Recreation Program Coordinator, and/or the Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists with plans and conducts youth program activities such as sports, games, arts and crafts, drama and singing.

Supervises program participants to maintain safety, order and discipline.

Explains program activities to parents and the general public.

Assists in the preparation and distribution of brochures, flyers and other publicity materials and promotes program participation.

Monitors facilities and equipment to ensure a safe environment for participants.

Recommends supplies and equipment needed for program activities and maintains inventory records.

Assists in light grounds, pool and general recreational facilities cleaning and maintenance.

Unlocks and/or locks facilities at opening and end of activities.

Communicates appropriate ticket or program fees to pool patrons.

Registers participants and provides program information.

Maintains records of payment, participation permission and attendance summaries.

Receives and counts money, obtains required information from checks, rings amount into cash register, makes change, and issues written receipts and class registration forms as requested or required.
At end of assigned shift, counts money, balances register, assists in preparation of bank deposits, and completes receipt report.

Responds to phone and in-person inquiries concerning classes, hours, facilities, fees, and other general information.

Performs basic clerical duties such as answering telephones, taking messages, light typing, filing, and record keeping.

Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Recreational programs including sports, games, arts and crafts, drama and other activities.

Proper safety methods and practices for recreational programs.

Proper telephone and general public reception etiquette.

**Ability to:**
Coordinate and supervise recreation events and programs.

Communicate effectively with both youth and adults.

Understand and execute both verbal and written instructions.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Perform mathematical calculations and count money with speed and accuracy.

Perform routine cashiering tasks.

Perform basic clerical tasks.

Maintain accurate records.

Establish and maintain effective working relationships with all those contacted in the course of assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery
hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
*Recreation Aide I:*
No work experience is required.

*Recreation Aide II:*
200 hours of work experience comparable to that of a Recreation Aide in Mariposa County.

*Recreation Aide III:*
400 hours of work experience comparable to that of a Recreation Aide in Mariposa County.

**Additional Requirements:** (Recreation Aide I, Recreation Aide II, and Recreation Aide III) Possession of a valid California driver’s license or reliable transportation to and from assigned work areas. Ability to successfully complete a background check and be fingerprinted. A valid CPR and First Aid certificate is desirable for Recreation Aide I and II and is **mandatory** for Recreation Aide III.

Applicants under 18 years of age must provide a valid and current work permit at the time of employment.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.