



City of Umatilla

Job Title:	Recreation Aide	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Parks and Recreation	Pay Grade:	\$12.50 to \$15.50/Hr. DOE
Location:	Varied	Reports to:	Parks and Recreation Director
HR Contact:	Jonathan Egan	Position Type:	Seasonal, Part-Time
Supervision:	Received: Works under the direction of the Parks and Recreation Director. Receives daily tasks and schedules from the Recreation Assistant and Recreation Coordinators.		
Minimum Qualifications:			
<ul style="list-style-type: none"> • Access to reliable transportation • First Aid and CPR Certification or the ability to obtain within 30 days of hire. • Must pass a criminal background check. • Must be at least 14 years old. • Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. • Ability to obtain additional certifications as needed depending on assignment, such as: Food Handlers Card, Lifeguard Training, etc. 			
Job Description			
GENERAL PURPOSE			
<p>Position provides a wide range of recreational opportunities for all ages in a fun, safe and positive environment. The Recreation Aide may organize, plan and lead a variety of recreational activities including, but not limited to: art, craft, music, performance, science, games, special events, and sports as well as support various community recreation and arts programs and events that serve and engage the public within the City of Umatilla.</p>			
ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:			
<ul style="list-style-type: none"> • Assisting with the implementation of recreation programs and events at various locations within Umatilla City limits, marketing and promotion of recreation activities, assisting with activity registration and distributing information to participants. • Serving as a referee at sporting events according to City provided training. • Fulfilling lifeguard duties, if applicable, according to City provided training. • Acting as a liaison between the public and the City. Maintaining a positive, friendly and helpful demeanor with proactive communication and customer service skills. • Being self-motivated with the ability to listen and follow specific directions. • Responsible for the supervision of recreational activities and patron safety. • Flexible schedule may be required to work a split shift, evenings, and/or weekends. • Program activity area set-up and clean-up; clean and put away equipment; identifies material and equipment needs. • Attending orientation meetings and participates in in-service training and staff meetings as requested. • Assisting with the sale of goods and services, both in person and online. • Selling concessions to customers at events with general cash handling 			

- Occasional general custodial work

KNOWLEDGE, SKILLS AND ABILITIES

- Experience developing and managing partnerships with community organizations.
- Experience handling large groups of people, giving clear instructions, and motivating participants.
- Experience facilitating meetings, workshops or community events.
- Skills in developing media, marketing and storytelling ideas to advance community engagement.
- Ability to work frequent evenings and weekends.
- High customer service skills

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, and base radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Job requirements may include, but are not limited to the following.

Frequent: Standing, Walking, lifting and carrying up to 20 lbs, pushing and pulling up to 20 lbs, bending, twisting, reaching forward, reaching above shoulder, using arms, wrists, and hands.

Occasional: Sitting, lifting up to 50 lbs, pushing and pulling up to 50 lbs, crouching, kneeling, climbing stairs and ladders, and squeezing.

Rare: lifting, carrying and pushing and pulling up to 75 lbs, crawling, and operating foot controls.

The position requires mobility and the ability to operate equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines, as well as general custodial tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily outdoors in City parks and trail systems. May occasionally work in an indoor setting. May require the use of standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting.

Reviewed By:	Chris Waite, Parks and Recreation Director	Date:	November 1, 2022
Approved By:	Dave Stockdale, City Manager	Date:	November 3, 2021
Last Updated By:	Jonathan Egan, Human Resources Manager	Date/Time:	November 1, 2022



David Stockdale
City Manager