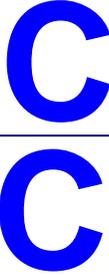




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Recreation
Assistant



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	RECREATION ASSISTANT
JURISDICTIONAL CLASS:	NON-COMPETITIVE – (SEASONAL)** NON-COMPETITIVE – PART TIME)*
CIVIL DIVISION:	ALL CIVIL DIVISIONS** SCHOOLS – SCCS* PBCS* -- (Approved NYSCSC 2/14/05)
ADOPTION:	CSM
REVISED:	CSM 04/10/2002, 9/8/04, 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

Under direct supervision assists a Recreation Leader in the conduct of recreation activities; does related work as required. This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the conduct of basketball, bowling, badminton, volleyball, table game leagues, a program of a recreation center, or other physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, storytelling sessions, dramatics, parties, etc.;
- Assists with the officiating at athletic contests;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises the conduct of children's games and maintains order;
- Keeps records of attendance activities, equipment, etc.;
- Makes up schedule for sports and special events;
- Administers first aid;
- Operates a movie projector;
- Distributes and collects equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Participant's knowledge and familiarity with several types of sports, games, and first aid; The ability to comprehend, remember, and follow detailed instructions.

MINIMUM QUALIFICATIONS:

(A) Completion of two (2) years of a four (4)-year high school course