



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	ACTIVITIES WORKER AIDE
Jurisdictional Class:	Labor
Civil Division:	Employment and Training
Adoption: CSM	6/28/95
Revised: CSM	11/8/17

DISTINGUISHING FEATURES OF THE CLASS:

This position exists at the Employment & Training Department and involves assisting various trainees in the County to learn job skills for the future. The work is performed under the direct supervision of Employment and Training Staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May set up and break down specific program activities including arts and crafts, games, sports, reading sessions, films, and related activities;
Aids in keeping room and activity area orderly and clean;
Organizes and participates in agency run programs;
Assists staff with daily routines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Assists in establishing good working relationships with county employees and the public;
Assists in maintaining order;
Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

None.