

Job Class Code: 5305	FLSA Status: Non-exempt
Pay Basis: Hourly	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist with specialized recreation programs and activities. The class is responsible for assigned program and activity assistance. The class works according to set procedures under direct supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Assists with assigned programs and program participants. • Registers participants in recreation programs. • Monitors participants' use of facilities, and enforces recreation rules and regulations. • Assists with teaching and supervising of handicrafts, games, athletics, and other recreation activities as directed. • Provides information to the public regarding activities and programs for assigned area. • Assists with maintenance, inventory, and storage of recreation equipment. • Assists with setting up and taking down tables, chairs, sound equipment, bleachers, and other equipment needed for classes and activities. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs routine work using common sense.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs simple, repetitive manual or clerical tasks following a few definite procedures; performs minor short term planning; requires little attention for accurate results.
Decisions/Supervisory Control	Makes a few decisions, affecting only the individual.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires instruction that is sufficient for satisfactory job performance.
Experience	None required
Special Certifications and Licenses	None required

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.