

CITY OF COVINA

COMMUNITY RESOURCES AIDE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, performs specific routine duties in support of the City's recreation and community programs, within Recreation Services, Community Relations, Senior Services, and Community Service Divisions of the Parks and Recreation Department; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Community Resources Aide** is the entry level, trainee support class responsible for providing general assistance to recreation related programs and activities involving children, teens, adults, and seniors. Work is performed at a variety of recreation sites, including the Hollfelder Teen Center, Joslyn Senior - Auditorium, Michael D. Antonovich Aquatic Center, playgrounds, parks, baseball/softball fields, and tennis courts, schools, as well as other sites. This classification is distinguished from the Community Resources Assistant I in that the latter assists with the organization, implementation and supervision of one or more recreation related programs and activities involving children, teens, adults, and seniors.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Recreation Supervisor, Recreation Services Coordinator and/or other higher level Recreation staff. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs specific routine duties in support of the Parks and Recreation Department's city recreation and community programs, at City facilities, parks and schools, including, but not limited to, after school programs, teen programs, sports team events, and aquatics programs.
- Sets-up for and cleans-up after program activities.
- Maintains City buildings and property, including picking up trash, sweeping, restocking restrooms, washing windows, etc.
- Delivers equipment to sites throughout the City and organizes and stocks equipment storage areas.
- May assist in the planning and implementation of programs, day camps and special interest activities, including leagues and tournaments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more may also be required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to drive motorized vehicles. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Resources Aide**. A typical way of obtaining the required qualifications is to have completed sophomore year in high school, with experience as a participant in a variety of extra-curricular activities.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of recreation and community programs; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to recreation programs, including safety practices and SB 198 laws; methods and techniques for record keeping; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and coordinate the recreation and community activities of the City; work flexible hours, including evenings and weekends; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs offered; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make

sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment.