

Saddle Mountain Unified School District #90

<b>Job Title:</b>	Recreation Aide	<b>Job Category:</b>	Part-Time Employee			
<b>Department/Group:</b>	Saddle Mountain Unified School District #90	<b>Organizational Relationships:</b>	Directly responsible to the Gym Manager			
<b>Level/Salary Range:</b>	Level I	<b>Blood Borne Pathogen Risk:</b>	At Risk			
<b>Work Status:</b>	At -Will Employee	<b>Weight Lifting Requirements:</b>	NA			
<b>Work Days:</b>	As assigned by supervisor	<b>Benefits:</b>	N/A			
<b>Work Hours:</b>	As assigned by supervisor	<b>Probationary Period:</b>	30 working days – policy GDF			
<b>Fingerprints Check:</b>	As required by ARS 15-512 and District Policies					
<b>Drug Free Campus</b>	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.					
<b>Position Summary:</b>						
Under the general direction of the Gym Manager, the Recreation Aide provides excellent customer service to all gym patrons by exemplifying a positive attitude and exceeding the needs of patrons.						
<b>Position Qualifications and Requirements:</b>						
1. Must be a minimum of 16 years of age.						
<b>Job Description</b>						
<p><b>Role and Responsibilities</b></p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.</p> <ol style="list-style-type: none"> <li>1. Assists in day-to-day operations (including set-up and organization, open gym fees and all other gym financial transactions) of the Summer Recreation program.</li> <li>2. Monitors participants in the program.</li> <li>3. Interacts with the public in responding to questions and provides customers with information.</li> <li>4. Enforces gym rules and regulations and monitors security of facilities.</li> <li>5. Participates in the upkeep of the gym area and locker rooms.</li> <li>6. Provides excellent customer service to all patrons.</li> <li>7. Other job-related duties as assigned.</li> </ol> <p><b>OTHER FUNCTIONS:</b></p> <p>This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specified duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.</p>						
<b>Reviewed By:</b>	Cabinet	<b>Date:</b>	May 2013			
<b>Approved By:</b>	School Board	<b>Date:</b>				
<b>Last Updated By:</b>	Merlinda Avila	<b>Date/Time:</b>	May 2013			