

Lake Havasu City, Arizona

Class Description



Title: Recreation Aide
Department: Parks & Recreation
Division: Recreation
Grade: UC03

FLSA Status: Non-Exempt
Job Code: 612015130
Updated: 7/5/2025
Salary: \$17.85 - \$19.71

General Definition of Work

Performs a wide variety of tasks that directly relates to recreation programs, camps, and events. Work is performed under general supervision of assigned supervisor.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Assists with recreation programs, camps, and events.

Assists in training staff at assigned youth program or camp.

Assists with set-up and break down of program sites and events.

Administers basic First Aid, when needed.

Makes certain facility/program rules and regulations are followed.

Cautions guests about unsafe practices and provides education.

Conducts daily facility/program safety checks.

Assists in cleaning and maintenance of the facility.

Provides customer service.

Accountable for program equipment.

Attends trainings and staff meetings.

Assists with the completion of reports as needed.

Maintains regular attendance.

Performs other duties of a similar nature or level.

Minimum Qualifications

Must be at least 16 years of age and moderate experience in youth or adult recreation or educational programs.

Special Qualifications

CPR/First Aid Certification issued by a nationally recognized certifying agency at hire.

Must meet and maintain all training and education requirements for the position.

Valid Driver License of appropriate class based on assignment.

Knowledge, Skills & Abilities

Principles of good safety practice.

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Class Description

Effective methods of communication and interpersonal relations with children, other employees, and the general public; diplomacy.

Establishing and maintain effective work relationships.

Ability to problem solve quickly and work independently; ability to possess and demonstrate dynamic characteristics of energy, assertiveness, drive, enthusiasm and fun; ability to establish and maintain effective working relationships with associates, community groups, other departments, other government agencies, program participants, supervisors, and the general public.

Working Conditions

This work requires the occasional exertion of 25 to 50 of force, frequent force of 10 to 25 pounds, and constant force to move objects up to 10 pounds; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting, reaching with hands and arms, repetitive motion, lifting, carrying, kneeling, pushing, pulling, climbing, bending, crouching; work has standard vision requirements (i.e. observing children in a playground setting and during scheduled indoor/outdoor activities), and read and write reports, correspondences, instructions, etc.; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
