NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Recreation Aide	CODE: 18531C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from professional recreation personnel, plans recreational programs; supervises programs in progress; maintains equipment use & program participation records;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-23	Plans & prepares group recreation programs.	Knowledge of (1) safety practices; skill in (2) use of recreation equipment; ability to (3) interpret variety of instructions in written, oral, picture, & schedule form.
2	72-78	Supervises recreation programs & activities in progress; follows through on plans & preparations for group recreational activities.	Knowledge of 1, (4) public relations, (5) motivational techniques*, (6) minority relations*, (7) counseling; skill in 2; ability to (8) cooperate with co-workers on group projects, (9) develop good rapport with public.
3	2-8	Maintains accurate records on use of equipment & facilities; maintains records of program participation.	Knowledge of (10) inventory control, (11) park practices & procedures; ability to (12) copy records precisely without error, (13) check pairs of items that are similar or dissimilar.

(163)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Works outside exposed to weather; may travel overnight.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in safety practices (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in counseling (or 1 mo. exp.); 1 course in inventory control (or 1 mo. exp.); 100 hrs. trng. in use of recreation equipment (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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