Human Resources
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Recreation Aide

JOB CODE	JOB FAMILY	PROFILE
JCV123	**Community & Recreational Services**	**Recreation Aide**
PAY TYPE	PAY RANGE	REVISION DATE
Hourly	**$15.55 - $20.01**	**May 28, 2026**

The Recreation Aide assists recreation staff in delivering a variety of recreational programs at assigned sites. Helps plan, schedule, and lead activities for diverse age groups and participants with varying physical abilities. Supports the maintenance and setup of indoor and outdoor program spaces. Performs basic cashier duties as assigned. Participates in summer lunch activities, including sorting packaging and recycling. Completes daily reports and participates in basic first aid training.

Job Description

DUTIES AND RESPONSIBILITIES

- Carries out recreational programs and activities as directed.
- Enforces facility and activity rules to ensure participant safety.
- Assists with classes, events, and programs; actively engage participants, including those requiring inclusion support.
- Leads and organizes arts and crafts projects and recreational recycling activities.
- Schedules and coordinates activities and facility use in cooperation with the supervisor.
- Sets up and maintains program areas for indoor and outdoor use; performs light maintenance as needed.
- Performs cashier duties and assists with maintaining daily transaction reports, when assigned.

- Handles sensitive or confidential information in accordance with County policies.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Current enrollment in High School, High School Diploma, or GED.
- Must be 15 years old or older.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Participate in basic first aid; cardiopulmonary resuscitation, (CPR) and automated external defibrillator, (AED) skills training.

WORKING CONDITIONS

- Works with direction and with select groups.
- Work performed both indoors (60%) and outdoors (40%). Worker will be exposed to natural weather conditions when working outdoors.
- Duties will be performed on sand, gravel, asphalt, grass, wood floors and tile, all of which may be wet or dry.
- Required to drive multi-passenger vehicles as needed.
- Required to work variable hours.
- Work hazards are those normally encountered in the instruction or participation in sports activities.
- May be required to drive multi-passenger vehicles as needed if licensed and cleared through County processes.

EQUIPMENT, TOOLS, AND MATERIALS

- Sports equipment such as used in baseball, basketball, football, soccer, tennis, etc., and various arts and crafts supplies are utilized in the performance of essential duties.
- Equipment and materials typically used in the performance of clerical duties include telephone, computer, copier and basic office supplies.
- Equipment typically used in performance of maintenance duties includes mops, brooms, buffers, cleaning supplies, solutions and equipment.