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Recreation Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV225	**Community & Recreational Services**	**Recreation Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**September 10, 2026**

The Recreation Assistant will lead Recreation Aides in all phases of recreational activities at assigned sites. Develop, schedule, and implement recreational programs, which meet the needs and interests of various age groups and participants with variable physical capabilities. Organize and supervise recreational activities, such as arts, crafts, sports, games, and hobbies. Promote inclusion for participants with activities, and identify accommodations as needed. Utilize appropriate techniques to motivate and encourage client participation. Enforce rules of facility and equipment use. Prepare activity area before and after class sessions. Requires participation in basic first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) skills training.

Job Description

DUTIES AND RESPONSIBILITIES

- Leads and organizes recreational sports, activities, special events and arts and crafts projects at assigned locations.
- Leads and assists in developing, scheduling, and implementing recreational programs, which meet the needs and interests of various age groups and participants with variable physical capabilities.
- Provides recommendations to supervisor for program changes and innovation.
- Responsibles for enforcing rules of a community facility and/or at program site.
- Schedules activities and arranges for use of a recreational facility in cooperation with assigned supervisor.

- Responsible for maintenance duties which include, but not limited to, setting up indoor and outdoor areas for program use.
- Leads and assists inclusion participants with activities.
- Responsible for monetary transactions when assigned for site(s).
- Assists in maintaining daily reports of transactions as when assigned.
- Performs clerical duties as required.
- May handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***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.
- One (1) year of work experience in a recreational setting.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

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.
- Employee must participate in basic first aid; Cardiopulmonary Resuscitation, (CPR) and Automated External Defibrillator, (AED) skills training.

WORKING CONDITIONS

- Works with general 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 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.