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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | RECREATION WORKER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of recreation worker entails conducting recreation activities with groups in public, private, or volunteer agencies or recreation facilities. It also consists of organising and promoting activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to give full attention to what other people are saying and to adjust actions *in re*lation to others’ actions;
* Ability to actively look for ways to help people and being aware of others’ reactions and understand why they react as they do.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary;
* Complete and maintain time and attendance forms and inventory lists;
* Confer with management to discuss and resolve participant complaints;
* Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety;
* Evaluate recreation areas, facilities, and services to determine if they are producing desired results;
* Explain principles, techniques, and safety procedures to participants *in re*creational activities, and demonstrate use of materials and equipment;
* Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation;
* Manage the daily operations of recreational facilities;
* Organise, lead, and promote interest *in re*creational activities such as arts, crafts, sports, games, camping, and hobbies;
* Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |