

WORK PROCESS SCHEDULE
RECREATION ASSISTANT
O*NET-SOC CODE: 39-9032.00 RAPIDS CODE: 2015

Description: Under the direct supervision of a recreation specialist, the recreation assistant will coordinate, develop, and implement a variety of fitness, wellness, and leisure programs in the areas of hobby crafts, musical instruments, recreational games, health & fitness, and individual and team sports, while promoting a healthy lifestyle and maximum involvement in recreational activities and services through the establishment of leagues, tournaments, classes, and programs. Major duties and responsibilities are drawn from a nationally validated occupational analysis and include the following:

Coordination - Assist with the organization and promotion of a variety of leisure and wellness programs, services, and events such as classes, activities, and health fairs. Ensures established procedures and schedules are followed, necessary supplies and equipment are available, and workers and instructors are prepared. Assist in tracking program attendance, participation, performance, and statistics.

Development - Develops curricula and lesson plans in accordance with internal and national standards to meet the diverse needs of clientele. Assist with the training of workers and instructors in organizational rules and procedures, equipment safety and usage, and curriculum application. Works with recreation specialists to evaluate and adapt facilities and programs, taking into account the needs and interests of individual members.

Implementation - Facilitates fitness, wellness, and leisure programs, services, and events. Uses teaching techniques to instruct and lead individuals and groups in recreation and leisure modalities, providing motivation and remediation as necessary. Maintains records and reports and assists in administrative planning. Provide direct services and information to clientele.

Interpersonal Communication and Conflict Resolution - Communicate and receive information effectively, giving clients full attention and asking questions appropriately to determine customer needs. Instructs and motivates others in wellness and leisure activities and assists with worker training. Develops constructive and cooperative working relationships, dealing with colleagues, clients, and supervisors to resolve complaints and handle work flow. Build and maintain lasting relations with professional personnel to carry out recreational objectives. Exercise sound judgment and decision making to assist recreation specialists in managing conflicts and unpredictable events.

The apprentice should possess service orientation, active listening, speaking, and instructing/teaching skills, as well as be physically fit. By completion of apprenticeship, the apprentice should be knowledgeable in fitness equipment safety; rules and procedures of a variety of sports and games; curriculum and lesson plan development; and basic principles of nutrition, human physiology, and health & fitness. The recreation assistant apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. Given the broad range of

knowledge required by this apprenticeship, work process components yield a combination of both time-based and competency/performance training. Therefore, the apprenticeship training should be categorized as hybrid for the purposes of apprentice assessment. Due to the hybrid nature of the apprenticeship, time allotments for certain processes are estimated and actual competency demonstration may vary per individual, so long as cumulative time-based requirements are satisfied. The order in which the apprentice learns shall be determined by work flow and is not bound to follow the order presented here.

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On-the-Job learning

	<u>Hours</u>
1. Assist with the development and coordination of wellness and leisure-time programs and services, including assistance in curricula and lesson plan development, ensuring a diversity of class offerings that are adapted when necessary to meet participant needs.	1000
2. Organize, instruct, and promote interest in individuals in various recreation And leisure modalities including: hobby crafts, musical instruments, recreational games, and individual and team sports.	500
3. Assist with the facilitation and training and coordination of recreation workers and work activities.	300
4. Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrates use of materials and equipment.	400
5. Develops constructive and cooperative working relationships, dealing with colleagues, clients, and supervisors to resolve complaints and handle work flow; building and maintaining lasting relations with professional personnel to carry out recreational objectives.	250
6. Complete and maintain schedules, records, statistics, forms, and reports. Assist in tracking attendance, participation, and performance dates/times.	300
7. Maintain, clean, and organize wellness equipment and supplies.	200
8. Assist organizing and managing special events or programs such as information presentations, health fairs, organized runs and walks, or live and/or media based entertainment, collaborating with professional personnel when necessary.	700
9. Serve as liaison between recreation specialists and/or management and activity instructors; discuss and resolve participant needs and complaints with recreation specialists and/or management.	250
10. Greet new arrivals to activities, explains rules and regulations, and responds to requests for information about programs and services.	200
11. Provide for entertainment and set-up related decorations and equipment.	200
12. Exercise sound judgment and decision making to assist recreation specialists in managing conflicts and unpredictable events.	200

Total Hours - 4,500 hours/approximately two and a half years

**RELATED INSTRUCTION OUTLINE
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<u>Related Instruction</u>	<u>Hours</u>
1. Workplace standards of conduct. a. Safety b. Rules and regulations c. Activities and Services of a Recreation Facility	48
2. Curriculum and lesson plan development.	48
3. Interpersonal Communication and Conflict Resolution. (ACE Class-to be completed in the Education Department)	24
4. Methods and processes involved in a sports/leisure program.	32
5. Basic principles of nutrition, human physiology, and health & fitness.	44
6. Physical and psychological factors of individual and team sports. a. Exercise Techniques b. Motivation c. Fitness Assessments d. Group and Team Dynamics	44
7. The purpose of recreational, competitive, individual, and team sports.	24
8. Rules, regulations, and general procedures of various sports and leisure-time games and activities, as well as techniques of organizing leagues and tournaments. a. Card and other games i.e. Spades, Pinochle, Poker, Dominoes, etc. b. Board and trivia games i.e. Scrabble, Chess, Ludi, Trivial Pursuit, etc. c. Team Sports i.e. Soccer, Softball, Basketball, Flag Football, etc. d. Individual Sports i.e. Running, Yoga, Abdominal Fitness, Aerobics, etc. e. Music Classes i.e. Guitar, Piano, Music & Rhythm, etc. f. Hobby craft classes i.e. Crocheting, Painting, Cross-stitching, Knitting, etc.	36
9. Advanced English Composition and Grammar (ACE Class-to be completed in the Education Department)	24

Total Hours – 324 hours

The apprentice shall be given such instruction and experience in all areas of the occupation as necessary to develop into a skilled worker. He/she shall also perform other duties as are commonly related to the profession. The term of apprenticeship is approximately two and a half years - 4,500 hours. The related instruction shall be in conjunction with the Recreation Department.

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