

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RECREATIONAL AIDE

DEFINITION

Performs a variety of recreational resource area tasks; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a park manager, ranger and/or natural resource technician by: patrolling the park to ensure protection of natural resources, visitor safety and compliance with park rules and regulations; assisting park visitors with gaining a better understanding of the park and local area; registering campers, checking the park reservation system, printing and following-up on campsite, shelter, cabin and lodge reservations; assisting in building and grounds maintenance duties to include grass mowing and trimming, trail repair, cleaning of restrooms and shower buildings, litter removal and minor facility repair; responding to the phone, walk-in and mail inquiries.

Provides information about the park's history, orients park visitors to major features located within the park, answers visitor questions, and assists in promoting and marketing the area.

Assists with equipment operation and maintenance by; sharpening mower blades; changing engine oil and performing other day to day maintenance of small power lawn equipment.

Safely operates chainsaws, string trimmers, mowers, tractors and other power hand tools.

Presents programs that encourage interaction between the park and the visitor.

Provides educational and recreational activities with visitors including guided hikes, night hikes, campfire programs, and special events.

COMPETENCIES REQUIRED

Ability to work out of doors under all types of weather conditions.

Ability to withstand physically demanding work, i.e., lifting, bending, hauling.

Ability to use simple hand tools such as hammers, saws and gardening tools.

Ability to use simple power equipment; drills, saws, small mowers and small tractors.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

NOTE:

Candidates for these positions must successfully pass a criminal background check and are subject to verification that the candidate is not included on a child abuse registry.

Effective Date: 05/08 MRP