

**NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Recreation Aid **POSITION NUMBER** 01-0116

**JOS SERIES:** 0189 **PAY LEVEL:** NF-1

**Summary of Duties:**

The incumbent is involved in one or more recreational activities such as military or community center activities; youth activities; outdoor recreation; craft and hobby shops; athletics, fitness and sports programs; music and theater and/or other similar MWR recreational services.

Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation.

Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises.

May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change. Performs other related duties as assigned.

**Minimum Qualifications:**

Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Must have knowledge of basic mathematics. Six months experience in the assigned recreational activity is desired.