



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Sailing Junior Aide  
**Department:** Parks and Recreation  
**Division:** Recreation  
**Supervised By:** Recreation Supervisor  
**FLSA Status:** Non-Exempt  
**Creation Date:** April 2022

### **JOB SUMMARY**

Within a well-defined framework of established policies and procedures; assist with general sailing program supervision, equipment support and maintenance, and assist in administering activities under the supervision of Sailing Specialist. Junior Sailor Aide does not directly or physically handle emergency procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from Sailing Specialist and Recreation Supervisor.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Report to Sailing Specialist in a timely manner for assigned shifts.
- Assist in providing leadership to program participants in assigned youth and adult sailing programs.
- Assist in organizing and implementing various daily recreational activities in assigned program areas.
- Maintain supplies and equipment utilized in recreational sailing programs, activities and events in good working condition and report any issues; ensure equipment is used in an appropriate manner including life jackets, sails, boats, ropes, etc.
- Responsible for general program maintenance, including daily set-up and tear-down and some cleaning duties.
- Notify Sailing Specialist of any incidents involving injury, behavioral problems and/or any unusual events.
- Assist in the supervision of program participants to maintain participant safety at all times.
- Attend meetings, workshops, orientations and training sessions as required.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Provide positive customer service to applicants, participants and the general public; act as an information source regarding assigned programs and activities as well as the District's recreation programs in general.
- Provide input and feedback to Recreation Supervisor and staff regarding the effectiveness and/or success of assigned recreation program areas; observe needs and priorities of program participants and make suggestions for program enhancements/modifications to improve current and future recreation programs/services.
- Assess and monitor the condition of the equipment and facilities being used for assigned programs and activities in terms of suitability, physical condition and safety; report any maintenance concerns to the appropriate parties immediately.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Basic first aid.
- Health and safety standards and practices as it relates to recreational activities.
- Specific recreational activities as they relate to assigned program area.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

### **2. Ability to:**

- Learn and apply District policies, procedures and practices to assigned recreational programs and activities.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Assist in leading groups in a variety of sports and other recreational activities in an effective, positive and safe manner.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: To include the ability to read and write at a level required for successful job performance.

Experience: At least one year of experience working in a similar position. This may be volunteer experience.

## **2. Certification & Licensing Requirements:**

- Ability to obtain valid First Aid Certificate within the first six months of employment.
- Ability to obtain valid CPR Certificate within the first six month of employment.

## **ENVIRONMENTAL CONDITIONS**

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; water; and excessive noise.

Position may require working beyond normal business hours and/or weekend work.

## **PHYSICAL JOB ANALYSIS**

Daily Occurrence defined as: RARELY  $\leq$  one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

### **1. Gross Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Continuously
Walking	Continuously
Walking on uneven terrain	Continuously
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

### **2. Job-Specific Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Continuously
Climbing (stairs/ladders/etc.)	Frequently
Crawling	Occasionally
Crouching	Frequently
Kneeling	Frequently
Pushing (100 lbs.)	Frequently
Pulling (100 lbs.)	Frequently
Stooping	Occasionally
Working at heights	Occasionally

Working/Reaching above shoulder level	Frequently
Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Frequently

### 3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Continuously
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

### 4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Continuously
Pushing	Continuously
Fine Manipulation	
Typing/Keyboard	Rarely
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Frequently
Simple Grasping	
Files	Rarely
Computer mouse	Rarely
Phone receiver	Occasionally
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Continuously

### 5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6 feet

## 6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on 04/19/2022