

AGAC/ARS Program Job Titles and Descriptions Updated: 9/25/2009

Title: Recreation Leader Aide (training period)

Rate of Pay: \$7.30 per hour

Direct Report to AGAC/ARS Undergraduate and Graduate Administrative Assistants

Description:

- First quarter student working in the Department of Recreational Sports AGAC or ARS program. This is meant to be a probationary level position for new employees to complete necessary training to become a Recreation Leader
- Assists in leading one or more programs while training for a Recreation Leader position.
- Shadows and trains in order to become proficient in leadership of at least 3 of the following program areas
 - Let's Play Sports, a sports instruction program for youth
 - Learn to Swim, the American Red Cross program teaching youth and adults swimming skills
 - Adapted Recreational Sports, recreation programming and services for people with disabilities
 - Recky's Clubhouse: A babysitting room for customers of the Recreation and Physical Activity Center
 - Birthday Parties: Youth Birthday parties using various Department of Recreational Sports Facilities
 - Camps: Youth camps offered varying times throughout the school year
 - Active Aging: Recreational and Sports programs for older adults
 - Office: Clerical duties such as processing registrations, answering phone and email inquiries, making copies, filing, etc.
- Must attend and successfully complete the following training by the end of their first 12 weeks of employment.
 - Online quizzes and assignments on CARMEN.
 - First Aid certification: This is offered at low cost within the Department of Recreational Sports various times throughout the quarter. Those unable to attend Department Scheduled events may take this course through Ohio State University, PAES 102, through the Columbus Chapter of the American Red Cross, (614) 253-2740, <http://columbus.redcross.org>. Equivalent certifications from other organizations are acceptable.
 - Program specific training (ongoing training checklist throughout the quarter)
- Maintains recreation program equipment and supplies.
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc.

Qualifications:

- OSU Student taking 6 or more credit hours (except summer quarter)
- Interest and experience in working with children in a recreational setting.
- Background check per state of Ohio requirements will be conducted upon offer of employment. Candidate must have no convictions that would preclude them from caring for children as specified by the State of Ohio day camp laws.
- Those interested in teaching swimming must demonstrate stroke proficiency.
- Those interested in teaching a specific sport must demonstrate skill proficiency in that sport

Working Conditions:

- Must be able to swim and willing to get in a pool for programs which involve swimming.
- Programs take place indoors and outdoors using facilities throughout the OSU Columbus Campus.
- **Weekend work will be required.** Those not interested in working weekends NEED NOT APPLY.
- Must give at least 10 hours per week availability, falling within the hours of 4-8 p.m. weekdays, 9 a.m.-7 p.m. Saturdays, and 12 noon-8 p.m. on Sundays.
- Some medium lifting of recreation equipment and supplies
- Must wear, without alteration, issued staff shirt and nametag. Must provide own black athletic shorts or pants to wear with staff shirt. Must wear closed toe shoes (no sandals or flip flops)

Title: Recreation Leader

Rate of Pay: \$7.75 per hour

Direct Report to AGAC/ARS Undergraduate and Graduate Administrative Assistants

Description: Students who complete the training requirements of Recreation Leader Aide. Employees are encouraged to complete training requirements as soon as possible and are eligible for this promotion the quarter following completion.

- Develops safe and age appropriate lessons for instructional programs
- Conducts lessons in instructional programs, often (but not always) with an aide or co-instructor
- Plans and leads camp activities for assigned camp programs
- Leads birthday parties in accordance with program procedures
- Clerical duties such as processing registrations, answering phone and email inquiries, making copies, etc.
- Provides safe and quality care for children in Recky's Clubhouse
- Manages participant behavior in accordance with AGAC/ARS guidelines
- Knows and implements all facility emergency and security procedures
- Attends regularly offered staff in-service training sessions and staff meetings
- Inspects activity space for hazards, reports hazards, and adjusts program accordingly
- Maintains excellent customer service with all program and Department of Recreational Sports customers.
- Cross promotes all programs to customers
- Follows department policies and procedures
- Submits program paperwork in a timely manner
- Maintains recreation program equipment and supplies
- Requests equipment and supplies for programs
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc.
- Continues training and development efforts in pursuit of promotion to Senior Recreation Leader and/or Undergraduate Administrative Assistant

Qualifications:

- OSU Student taking 6 or more credit hours (except summer quarter)
- Completion of Recreation Leader Aide training requirements.
- Maintains current First Aid certification. Current CPR certification is required for all summer camp staff.
- No disciplinary action for the most recent 50 hours of service.
- Excellent oral communication and customer service skills

Working Conditions:

- Must be able to swim and willing to get in a pool for programs which involve swimming.
- Programs take place indoors and outdoors using facilities throughout the OSU Columbus Campus.
- **Weekend work will be required.** Sunday work is generally required for Swim and Sports Instructors
- Must give at least 10 hours per week availability, falling within the hours of 4-8 p.m. weekdays, 9 a.m.-7 p.m. Saturdays, and 12 noon-8 p.m. on Sundays.
- Some medium lifting of recreation equipment and supplies
- Must wear, without alteration, issued staff shirt and nametag. Must provide own black athletic shorts or pants to wear with staff shirt. Must wear closed toe shoes (no sandals or flip flops)
- Recreation Leaders are strongly encouraged to become well versed in all areas of AGAC and ARS Programs in order to be a valuable and versatile employee.
- All employees are strongly encouraged to attend shifts as scheduled to ensure continuity in program leadership.
- All employees are also encouraged to check substitution book and pick up substitution hours whenever possible.

Title: Senior Recreation Leader

Compensation: \$8.25 per hour, priority in scheduling work hours, additional uniform pieces

Direct Report to Undergraduate and Graduate Administrative Assistants in the AGAC or ARS Program

Description:

- Develops safe and age appropriate lessons for instructional programs
- Conducts lessons in instructional programs, often (but not always) with an aide or co-instructor
- Plans and leads camp activities for assigned camp programs
- Leads birthday parties in accordance with program procedures
- Clerical duties such as processing registrations, answering phone and email inquiries, making copies, etc.
- Provides safe and quality care for children in Recky's Clubhouse
- Assist in training and mentoring Recreation Leader Aides to help them become proficient in program leadership, policies, and procedures.
- Serves as role model for all program area employees.
- Demonstrates advanced competence in work area, equipment maintenance, and program leadership.
- Assists with strategic planning for the program.
- Manages participant behavior in accordance with program guidelines
- Attends regularly offered staff in-service training sessions and staff meetings
- Inspects activity space for hazards, reports hazards, and adjusts program accordingly
- Maintains excellent customer service with all program and Department of Recreational Sports customers.
- Cross promotes all programs to customers
- Follows department policies and procedures
- Submits program paperwork in a timely manner
- Maintains recreation program equipment and supplies
- Requests equipment and supplies for programs
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc.
- Strongly encouraged to participate in University Leadership Organizations such as SAC, Recreational Sports Student Professional Development Association, or similar.
- Must attend at least one Recreational Sports Leadership and Learning workshop each quarter of employment or job related class or workshop as approved by professional staff.

Qualifications:

- OSU Student taking 6 or more credit hours (except summer quarter)
- Completion of 210 hours of service within the program with no disciplinary action for the most recent 150 hours of service.
 - Example 1: Employee works an average of 10 hours per week each quarter and works 10 hours in between quarters, 210 hours accomplished by the end of two quarters.
 - Example 2: Employee works 35 hours at summer camp, 210 hours accomplished in 6 weeks
 - Example 3: Employee works an average of 7 hours per week each quarter, 210 hours accomplished by the end of three quarters
- Tracks: Employees now have a choice of 3 tracks they can complete to achieve this level
 - Swim Instructor Track: Current WSI Certification and swim lesson instructor requirements met
 - Camp Recky Track: Completes summer camp training program (approximately 20-30 hours of intensive camp leadership training held each year just before Camp Recky Begins) and all other camp training requirements
 - General Track: Completed training requirements for instructing Let's Play Sports, Active Adults, or Adapted Recreational Sports classes. In addition, also completed training requirements to lead birthday parties, work in camps, work in the babysitting room, and work in the office. See Carmen grades/content for more information about the training requirements for each of these areas.
- Maintain **current** First Aid and **C.P.R.** certification
- Excellent oral communication and customer service skills
- Maintains excellent work record, with no more than oral disciplinary warning needed.

Working Conditions:

- Must be able to swim and willing to get in a pool for programs which involve swimming.
- Programs take place indoors and outdoors using facilities throughout the OSU Columbus Campus.
- **Weekend work will be required.** Sunday work is generally required for Swim and Sports Instructors
- Must give at least 10 hours per week availability, falling within the hours of 4-8 p.m. weekdays, 9 a.m.-7 p.m. Saturdays, and 12 noon-8 p.m. on Sundays.
- Some medium lifting of recreation equipment and supplies
- Must wear, without alteration, issued staff shirt and nametag. Must provide own black athletic shorts or pants to wear with staff shirt. Must wear closed toe shoes (no sandals or flip flops)
- Recreation Leaders are strongly encouraged to become well versed in all areas of the program in order to be a valuable and versatile employee.
- All employees are strongly encouraged to attend shifts as scheduled to ensure continuity in program leadership.
- All employees are also encouraged to check substitution book and pick up substitution hours whenever possible.

Title: Undergraduate Student Assistant

Compensation: \$9.25 per hour, priority in scheduling work hours, additional uniform pieces

Direct Report to the Director and/or Coordinator of AGAC/ARS

Description:

- Assists in recruiting and training of program staff
- Serves as immediate supervisor for program staff
- Oversees day to day operations of program area
- Develops staff schedules for program area
- Maintains program rosters and paperwork
- Submits weekly program reports to program Director or Coordinator
- Clerical duties such as processing registrations, answering phone and email inquiries, making copies, etc.
- Assist in training and mentoring Recreation Leader Aides to help them become proficient in program leadership, policies, and procedures.
- Serves as role model for all program employees.
- Assists with strategic planning for the program.
- Helps to develop and lead regularly offered staff in-service training sessions
- Attends weekly supervisor meetings
- Inspects activity space for hazards, reports hazards, and adjusts program accordingly
- Maintains excellent customer service with all customers and employees
- Cross promotes all programs to customers
- Follows department policies and procedures
- Aware of program budget and works within monthly budget allocations
- Submits program paperwork in a timely manner
- Maintains recreation program equipment and supplies
- Requests equipment and supplies for programs
- Works with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc.
- Strongly encouraged to participate in University Leadership Organizations such as SAC, Recreational Sports Student Professional Development Association, or similar.
- Must attend at least one Recreational Sports Leadership and Learning workshop each quarter of employment or job related class or workshop as approved by professional staff

Qualifications:

- OSU Student taking 6 or more credit hours (except summer quarter)
- Completion of 210 hours of service within the AGAC or ARS Program with no disciplinary action for the most recent 150 hours of service.
- Has learned through shadowing, in-service training, and experience, all program areas within AGAC and ARS. Able to provide leadership/instruct in all of these areas.
- Completed one of the three tracks required for Senior Recreation Leader.
- Maintain current First Aid **and C.P.R.** certification
- Excellent oral communication and customer service skills
- Maintains excellent work record, with no more than oral disciplinary warning needed.

Working Conditions:

- Supervisors work in high activity environment requiring considerable independent thinking and troubleshooting on your feet.
- 10% of all staff hours must be filled with Federal Work Study Employees
- Must be very computer literate and able to learn CSI database software
- **Weekend work will be required.** Sunday work is generally required for supervisors.
- Must give at least 10 hours per week availability falling within the hours of 4-8 p.m. weekdays, 9 a.m.-7 p.m. Saturdays, and 12 noon-8 p.m. on Sundays.
- Some medium lifting of recreation equipment and supplies
- Must wear, without alteration, issued staff shirt and nametag. Must provide own black athletic shorts or pants to wear with staff shirt.
- Supervisors must be well versed in all program areas in order to be a valuable and versatile employee.
- All supervisors must attend shifts as scheduled to ensure continuity in program leadership.
- Target enrollment numbers and target revenues for programs will be set quarterly. Supervisors must regularly meet or exceed these targets in their programs.

Additional AGAC/ARS Job Information

Promotions:

- Recreation Leader Aides successfully completing and providing verification the required training during their first quarter as an employee will be promoted to the position of Recreation Leader for their second quarter of employment.
- Students must apply to be promoted to Senior Recreation Leader or to Undergraduate Administrative Assistant. Application should include a letter matching your qualifications to the job, plus any supporting materials demonstrating completion of requirements for the promotion.
- Promotions are good for school year programs only. This means that you cannot become a senior recreation leader in the middle of summer camp; you must wait until fall quarter to get your promotion and raise.

Raises:

- Raises will only be given at the beginning of the quarter. So if you complete your requirements during fall quarter to be a recreation leader, you will receive your raise and promotion at winter training.
- If you are selected to work Camp Recky, your pay rate will be based on what your pay was at spring training.

Incentive Pay:

- Scarlet and Gray Saturday: Flat rate of \$50 per game. Do not clock in for this program.
- Birthday Parties: Flat rate of \$25 per party. Do not clock in for these events. You must complete the birthday party report and submit it to the supervisor to be paid.
- Private Swim Lesson: \$1.00 incentive pay for each lesson taught. Instructors must submit evidence of teaching these lessons in order to receive incentive pay. Pay will be tracked and paid in a lump sum at the end of the quarter. You should clock in for this program.
- Summer Camp Pay Rates
 - All camp staff must have current first aid, cpr, national youth leader certification, and a background check prior to the first day of summer camp
 - Recreation Leader: \$7.50/hr if summer camp is your first quarter working for the program
 - Recreation Leader and Senior Recreation Leaders, \$1.00/hr incentive rate, based on your spring quarter wage
 - Camp Supervisor, \$10/hr
 - Camp Operations Supervisor, \$12-14/hr

Federal Work Study Employees:

- Work-study student wages are determined by the office of Federal Work study and may be more or less than wages for non-Federal Work Study employees
- Work-study students will retain employment also based on their work-study status. Students who lose their Federal Work study due to taking insufficient credit hours, reaching their maximum federal work study funding for the year, or as otherwise determined by the Federal Work study office will be employed at the rate in accordance with the student wage structure as described above only if the program budget allows.

Course Load: (Applies to Fall, Winter and Spring Quarter employees only. **Summer employees do not have to be enrolled in any classes**).

- Students who take less than 6 OSU credit hours are considered to be “under enrolled” and therefore incur additional employments costs to the department. Therefore, all student employees must maintain at least 6 credit hours each quarter in order to retain their employment status.

Employment After Graduation: Student employees may be retained for one quarter following their graduation, only if this falls during summer quarter.

Student Professional Development Association: This is a student club for student's employees in the Department of Recreational Sports. This club is primarily for students who may be interested in pursuing a career in Recreational Sports or similar field. The club has various fund raisers throughout the year which help to support professional development of its members (such as resume writing workshops, etiquette dinners, attendance to professional conferences, job search expenses, etc.) Ask any professional staff person for more information.

Graduate Administrative Assistant Positions:

The Department of Recreational Sports funds several Graduate Administrative Associate positions. These positions are generally posted in mid-late fall quarter and applications are due early Winter Quarter. These positions provide professional work experience to a graduate student, of 20 or more hours per week and GAA's receive a compensation package including paid tuition, monthly stipend, and student health insurance. Interested employees should inquire with the Director of Age Group and Camps for more information..