

## **City of Altoona Position Description**

**Title:** R.A.I.L. Teacher's Aide  
**Department:** Recreation  
**Reports to:** Recreation Director  
**Date:** February 2012

---

### **Position Summary**

Under the guidance of the summer school coordinator, the teacher's aide will assist in the organization and preparation of the daily activities for the summer program. Aides will also assist in the need for discipline for any R.A.I.L participant. Interaction with teachers and R.A.I.L participants is a key element to this job.

### **Work Tasks**

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned. Assist the R.A.I.L. teachers with the following:

- Instruct participants in skills, drills, mechanics, and terms of the game or activity
- Maintains good order in and around their class, team, or activity group
- Maintains good order during lunch break as well as interact with participants
- Attends all required staff meetings and trainings
- Be punctual and reliable for all classes (arrive 15 minutes prior to the start time)
- Be able to follow all policies and procedures of the department as outlined in the Employee Handbook

### **Working Conditions**

Work is completed indoors and outdoors. Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, snow, wind, noise, fumes and dust.

### **Education**

Must be a college student.

### **Experience**

Previous experience as an employee with a demonstrated history of being reliable and dependable. Must be able to work with children and enjoy their company.

### **Licenses and Certificates**

- A valid Wisconsin driver's license is required; and
- CPR/First Aid certification, preferred.

### **PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.**

***The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.***