

Georgia Department of Corrections  
Recreation Aide Job Description & Responsibilities

Facilities shall ensure that qualified offenders are assigned as Recreation Aides when possible. The Recreation Aide job assignment should contribute to the personal development of the offender and the efficient operation of the facility. This job assignment shall approximate the same qualifications of a Recreation Assistant position in the community.

The following is a list of the criteria to be taken into consideration when screening an offender for the position of a Recreation Aide:

- Must have good social skills and the ability to work with a diverse group of people
- Must be free from major disciplinary infractions (High & Greatest disciplinary violations) for one (1) year
- Must have worked in other job assignments at the facility for the last three months with a good rating from previous work assignment supervisors as it pertains to:
  - a. Completion of job duties as instructed
  - b. Ability to work independently and willingness to assist as needed
  - c. Showing up for work on time;
  - d. Good attitude
  - e. Ability to lift 5-10 pounds as it pertains to the Recreation Department

Must have some knowledge of leisure activity and possess the ability to share the health benefits of good nutrition and exercise; be able to organize activities (need bullet in front of this requirement)

- Should have some knowledge of exercise equipment and its operation for maximum benefits to the user, and be able to explain and demonstrate such knowledge; maintain equipment logs and equipment
- Must be willing to work a flexible schedule to include evenings, weekends, and/or a staggered schedule; be able to explain and enforce rules; be able to train others
- Must be willing to learn other areas of the Recreation Department as needed

Retention Schedule: These guidelines shall be maintained until revised and replaced.