

POSITION DESCRIPTION

Class Title: Recreation Aide
Department: Parks & Recreation

Salary Range: (\$11.15-\$13.00/hr)
FLSA: Part-Time, Non Exempt

SHIFTS AVAILABLE: Days, evenings & weekends

DESCRIPTION OF DUTIES:

- Responsible for assisting with various recreation programs including sports activities, day camps, arts & crafts, etc.)
- Aid in the establishment of goals and objectives of assigned programs.
- Report directly to Parks & Recreation Director as well as other management staff.
- Conduct evaluation of recreation programs.
- Responsible for assisting with operations at concession stands at Nelson Hart Park & at Tiger Shark Water Park.
- Other duties as assigned.

EDUCATION:

High School Diploma or equivalent preferred. Training in recreation and/or education a plus.

SPECIAL QUALIFICATIONS:

- Must be organized, flexible, and energetic.
- Experience supervising and instructing children preferred.
- Must demonstrate good interpersonal skills.
- Experience with assigned activities is needed.
- Applicants must be a minimum of 15 years of age. 15 year olds must have a work permit.

PHYSICAL DEMANDS:

- Employee is frequently required to walk, sit, talk, and hear.
- Occasionally use hands, handle or feel objects, tools or controls; and reach with hands and arms.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities include close vision and the ability to adjust focus. Mopping, cleaning and use of protective apparel.

APPLICATION DEADLINE:

Send application to: Kristy Rich, St. James Parks & Recreation, 100 S. Jefferson, St. James, MO 65559. E-mailed to krich@stjamesmo.org. Application forms are available at the Parks & Recreation office (1204 Nelson Hart Drive) or on-line at stjamesmo.org. Applications accepted until position is filled.

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**