



Job Title:	Recreation Program Aide	Job Category:	Non-exempt Employee
Department/Group:	Parks & Recreation Department	Job Code/ Req#:	P/R Position #
Location:	Powell Community Center	Travel Required:	N/A
Level/Salary Range:	\$12.00-\$15.00/hr	Position Type:	Part-time
HR Contact:	Jenny Smith (jsmith@missionks.org)	Date posted:	Ongoing
Will Train:	Yes	Posting Expires:	Ongoing

Applications Obtained & Returned To:

POWELL COMMUNITY CENTER

6200 Martway St

Mission, KS 66202

(Applications can be obtained by asking the front desk at either PCC entrance. Once you have completed it, you return it back to the desk. They will place the app in the appropriate hiring manager's mailbox.)

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Recreation Program Supervisor, Recreation Program Aide positions are non-exempt positions under FLSA. This position is responsible for assisting with programs, events, and activities on a facility-wide basis at the Powell Community Center. The position aids with information, programs, and marketing. This employee should possess excellent communication and public relations skills.

ESSENTIAL FUNCTIONS

- Supervise the use of PCC by patrons during programs and activities
- Provide excellent customer service with enthusiasm and a positive attitude
- Assist programming department as needed
- Stay within the facility and encourage patrons to use the facility appropriately
- Aids instructors and staff upon request
- Follows department policies and procedures
- Follows safety procedures and practices

MARGINAL FUNCTIONS

- Assists with special events or maintenance projects including set-up/take down as assigned
- Serves as assistant for sports activities or other regularly scheduled programs/activities as assigned
- Performs other duties as deemed necessary or assigned

POSITION REQUIREMENTS

EXPERIENCE: Three months of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment

EDUCATION: Some high school required.

TECHNICAL SKILLS: A working knowledge of recreational activities, rules and regulations is required. Ability to obtain CPR/First Aid certification within 6 months of hire. Employees must be able to operate audio equipment, audio visual aids, portable radios, and other departmental equipment. The ability to read and interpret written instructions, manuals and other documents is required. Employee should possess excellent public relations, oral and written communication skills.

PROBLEM SOLVING: Some problem solving is involved in this position. Employee encounters problems with public concerns and complaints.

DECISION MAKING: Some decision making is involved in this position. Employee makes decisions resolving public concerns and complaints, enforcing program rules, determining correct first aid or emergency procedures, and performing daily duties in the safest and most efficient manner.

SUPERVISION: Employee works with frequent supervision from the Recreation Program Supervisor. Employee does not exercise any supervisory responsibilities over subordinate personnel.

FINANCIAL ACCOUNTABILITY: Employee is responsible for department resources and equipment. Employee does not participate in the annual budget process.

PERSONAL RELATIONS: Daily contact with the public, co-workers and supervisory personnel is expected.

WORKING CONDITIONS: Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heights, adverse weather, and excessive noise is expected.

PHYSICAL REQUIREMENTS: Manual labor including lifting and carrying heavy objects, bending, kneeling, walking and the ability to operate departmental equipment is required daily in this position.

ADDITIONAL NOTES

The specific statements shown in each section of this description are not intended to be all inclusive, rather they represent typical elements and criteria considered necessary to successfully perform the job.