



IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

RECREATION AIDE

Rolla Parks and Recreation Department

GRADE CLASSIFICATION: G3 (minimum starting pay at \$7.664/hr.)

SHIFT AVAILABLE: Days, evenings & weekends

FLSA: Part-Time, Non-Exempt

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 Recreation Supervisor as well as other management staff. Conduct evaluation of recreation programs. 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.

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:

Open until filled. Application forms and full position descriptions are available at the Front Desk at the Centre, located at 1200 Holloway. Interested individuals may also apply on-line at <http://www.rollacity.org/info/employment.shtml>.

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EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**