



HURRICANE CITY

Recreation Department Recreation Aide

Part-time Position (approximately 20 hours per week)

Salary Range

\$10.00 - \$12.00 per hour, depending on experience.

Benefits

A benefit package is not offered with this part-time position.

Position Summary

Working under the general supervision of the Recreation Coordinator plans, organizes, schedules, coordinates, and supervises Hurricane City recreation youth and adult programs, classes, and special events so they meet or exceed the needs of the customer, mirroring the vision of "See A Need, Fill A Need."

Requires working extended or irregular hours such as weekends, nights and holidays.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Organize and set up tournaments, leagues, and clinics for each program or activity when offered.
- Provide rosters and schedules for coaches and instructors of each program or activity.
- Supervise facilities, parks, and fields used for programs or activities.
- Ensure a safe, clean, and well-ordered environment for programs and activities.
- Knowledge of sports rules, enforcing and conduct for each program or activity.
- Distribute and collect supplies and equipment to coaches/participants.
- Supervise the issuance, use, care, and maintenance of recreation supplies and equipment.
- Motivate and manage site supervisors, officials, and instructors in their duties.
- Utilize CivicRec, Quickscores, Basecamp, Homepage, website, software programs.
- Keep city and school facilities clean, organized, and safe.
- Assist other recreation staff in conducting programs, activities, and special events as needed.
- Performs other related duties as required.

Minimum Qualifications

1. Qualifications, Education and Experience
 - a. Any combination of training, education, and experience equivalent to the completion of the 10th grade (Sophomore year), and at least six (6) months experience working with children in a recreation setting that included arts, crafts, games, child watching, and activities.
 - b. Possess a valid Utah Driver's License throughout employment.
 - c. Successful completion of pre-employment drug screening required.
2. Special Qualifications
 - a. Position **requires** working flexible hours and availability for weekend, evening, and holiday work.

- b. Possess, or ability to obtain within one (1) month of employment, First Aid and Cardio-Pulmonary Resuscitation certificates.
- c. All accredited certifications must be kept current. Failure to do so may result in loss of position.

Knowledge, Skills, and Abilities

- Organization and operation of the assigned program area and related facilities.
- Proper care and safety practices of recreation, facility, sports field equipment, materials, and supplies.
- Principles and techniques for fostering effective work groups.
- Cash management, accounting, and record-keeping techniques.
- Use, operate, and maintain a variety of operational, custodial, and audio-visual equipment.
- Perform minor maintenance duties.
- Report any safety, staff, or field/facility problems to Recreation Division Head. Monitor and evaluate success of current programs or activities.
- Be available by phone during nights and weekends to assist onsite staff with circumstances during programming hours.
- Develop effective working relationships with supervisors, subordinates and the public.

Typical Physical/Mental Demands/Working Conditions

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, conducting exercises, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Incumbents must possess the ability to lift, carry, push, and pull materials, tools, equipment, objects, and supplies weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment. Exposure to stress as a result of human behavior.

Condition of Employment

Employee may be required to work extended or irregular hours such as nights, weekends and holidays. Hurricane City employment can require employees to occasionally work outside of their normal job duties to assist with city sponsored events and/or projects. The employee is expected to forgo normal work duties to assist with the completion of these events and/or projects. In the event of an emergency, employees are required to work to provide for the safety and well-being of the public, including the deliver and restoration of vital services.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

To Apply

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to hr@cityofhurricane.com. This position will remain open until filled. Refer questions to Human Resources at 435-635-2811 ext. 105. Successful completion of pre-employment drug screening is required. The City of Hurricane is an Equal Opportunity Employer.