



## Job Announcement Youth Club Recreational Aide

<b>Department:</b>	Parks and Recreation	<b>Posted:</b>	09/23/2022
<b>Position:</b>	Recreational Aide	<b>Closed:</b>	Open until filled
<b>Salary:</b>	\$9.00	<b>Classification:</b>	Non - Exempt Part-Time

### Summary

Under the supervision of the Youth Club Supervisor the Recreational Aide will plan, implement, and supervise programs and activities in structured, specialized program spaces. Specialized areas include, Education, Social Recreation, Cultural Arts, Sports & Fitness, Outdoor Recreation.

### Essential Job Functions

(The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Planning/Code Enforcement Director.)

- Prepares Youth for success, promotes program participation, provide guidance and role modeling to youth, provide a safe environment through clear rules and expectations.
- Creates an environment that is a free-flowing area where youth are engaged in positive activities and programs that are fun, challenging, exciting and interesting.
- Ensures a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Plans and leads programs, services, and a variety of activities for members.
- Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.
- Works with staff on special events to carry out programs.
- Exercises authority in problems relating to members, utilize guidance and discipline plan.
- Ensures that club members are following rules and procedures.
- Inspects program area daily for any safety precautions prior to youth entering the area.
- Greets club members by name every day.
- Provides structured activities and expect club members to follow through and complete the program/activity that they choose to participate in.

### Required Knowledge, skills, and Abilities

- **Must maintain a high level of ethical behavior.**
- Ability to communicate effectively with peers, supervisors, children, parents, and people.

- Possess strong communication skills.
- Ability to deal effectively with members, manage discipline problems, and keep youth engaged in activities.
- Ability to plan and implement quality programs for youth.

### **Education and/or Experience**

1. High School Diploma or GED. Higher education preferred.
2. A minimum of 1 year work experience working with youth preferred

### **Physical Demands/Work Environment**

May involve lifting, bending, standing, walking, sitting, talking, hearing, reaching, and grasping. Must be able to demonstrate and or describe activities to youth. This position will work both indoors and outdoors.

### **Application Process**

Apply through the City Website at [www.cityofpalmview.com/job-opportunities/](http://www.cityofpalmview.com/job-opportunities/) or by applying in person.

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