

## RECREATION AIDE

Part Time  
FLSA Status: Non-Exempt

### General Statement of Duties

#### Distinguishing Features of the Class

Provide support to the Parks and Recreation Department. Position assists in different areas throughout the Parks and Recreation Department. Work requires public contact with private groups, civic organizations, Town officials, and the general public. The employee assists in facilitating youth programs, Summer Camp, other camp programs, and adult/senior programs. Performs a variety of public contact, building janitorial duties, program and special event assistance and securing town buildings relating to the rental of rooms for public use especially in the late afternoon, evening and weekend hours in a limited-service position. Work is performed under the general supervision of the Parks and Recreation Director and Program and Event Manager.

#### Duties and Responsibilities

*Essential Duties and Tasks-These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Opens and closes Town of Swansboro facilities including but not limited to: Recreation Center, Town Hall Community Room, Old Town Hall, Visitors Center, and other Town buildings.
- Assist patrons renting Town facilities assuring facilities and surrounding areas are safe and secure before and after the event.
- Monitor use of building during shift to ensure participant safety.
- Inspect facility after event for possible damage and cleanliness.
- Performs routine cleaning and maintenance of facilities includes cleaning and stocking bathroom facilities.
- Occasionally drive town bus/van for programming needs.
- Assists with facilitating special events, festivals, and other program areas.
- May assist the Director or Program and Event Manager with various program responsibilities such as developing fliers for programs, mailings, maintaining program statistics, and other activities.

#### Additional Job Duties

- Substitutes for various staff, as needed.
- Provide excellent customer service.
- Maintains necessary inventory of cleaning supplies.
- Ability to work nights and weekends.
- Performs related duties as required.
- Ability to participate in activities that include but are not limited to hiking, swimming, physical games and activities.

#### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Ability to set up tables and chairs and other equipment.
- Ability to obtain knowledge of facility policies and procedures and keep records as needed.
- Ability to interpret and explain rules and regulations regarding the use of the facility.

- Ability to communicate effectively in oral and written forms with a wide variety of ages, groups, and interests.
- Ability to develop and maintain effective working relationships, exercising tact, courtesy, and firmness with community groups, volunteers, contracted staff, employees, other town departments, and the general public.
- Ability to work independently, demonstrating assertiveness, self-motivation and decision-making skills for both routine and emergency situations.
- Working knowledge of Microsoft Office, specifically Word, Excel, and Publisher.
- Working knowledge of application of information technology and social media platforms.
- Be enthusiastic and make programs fun and safe.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.
- Must possess the visual acuity to inspect activities and facilities for cleanliness and safety.

#### Desirable Education and Experience

- High school diploma.
- Six months to two years' experience or any combination of education, training, and experience in customer service, overseeing facilities, working with the public, and organized recreational activities, working with youth, adults, and/or seniors.

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