

PARKS & RECREATION DEPARTMENT

City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

POSITION DETAILS:

Date Posted: 4/14/25	Department: Parks & Rec	Title: Rec. Aide I
Posting Expires: 4/28/25 or until filled	Location: Parks & Rec Department	Grade & Status: Grade 1 PT
Contact Phone: 870-425-7042	FLSA: Non-Exempt	Starting Salary: \$15.25

DAYS & HOURS OF OPERATION: Afternoons and some weekends during school year. Hours may vary when school is not in session.

WHERE TO APPLY (in person or via us mail): **City of Mtn Home HR**
720 S Hickory St.
Mountain Home, AR 72653

JOB NOTICE -

APPLICANTS MUST BE 15 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

DESCRIPTION

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This position is responsible for supervision of park patrons (predominately youth ages 8-14) participating in recreational programs at the youth center and other park fields and facilities. This position provides a support base to the Manager of Youth Services in the implementation of programs and events as well as the general operation and maintenance of park facilities and grounds.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Complete required training
2. Attend staff meetings
3. Follow City and Department policies and guidelines
4. Promote a professional, inviting, and courteous atmosphere
5. Promote and demonstrate safety
6. Promote and demonstrate proper care of City equipment, facilities
7. Follow directives in the collection of monies
8. Take appropriate action to deal with incidents, accidents, and emergencies
9. Maintain confidentiality
10. Follow directives in the supervision, tracking, and monitoring of youth and park patrons
11. Follow directives in the opening and closing of the youth center and park facilities
12. Clean, maintain, and prepare equipment, facilities, and grounds

13. Gather supplies and materials for planned activities
14. Participate in the implementation of recreational programs
15. Perform other related duties as required

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Ability to supervise and interact with youth of all ages on a routine and continuous basis
2. Ability to follow verbal and written directions
3. Skill in problem solving and decision-making
4. Skill in oral and written communication
5. Knowledge and ability to participate in recreational programming
6. Knowledge of basic cleaning and maintenance techniques

IMMEDIATE SUPERVISOR: MANAGER OF YOUTH SERVICES

The Manager of Recreational Services assigns and reviews work in terms of general and specific instructions and policies. The incumbent must demonstrate self-motivation and initiative in the completion of job duties and responsibilities. Performance of work is checked in progress with immediate discussion if necessary.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee must be able to communicate effectively both orally and in writing.

WORK ENVIRONMENT:

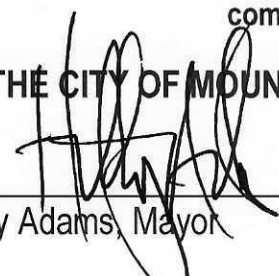
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. The work is performed in both a recreational facility (youth center, concession, pool, off-site facilities, etc.) and field environment (ballfields, nature trails, pond areas, etc.) The employee may be exposed to hot/cold weather extremes, dust, dirt, and sun. Some work may necessitate the use of protective devices. Work includes physical participation in activities requiring running, walking, standing, stooping, and occasional lifting. The noise level may be excessive at times. Work is often performed with large number of youth present. Work may often include the preparation and cleaning of park facilities and fields prior to and after public use. Work hours reflect irregular schedules including evenings and weekends.

MINIMUM QUALIFICATIONS:

1. Minimum 15 years of age
2. Basic experience working with youth
3. Ability to actively participate in recreation programs

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.



Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:
CITY BULLETIN BOARDS
CITY WEBSITE
INDEED.COM