

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.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

POSITION DETAILS:

Date Posted:	04/01/2021	Department:	Parks & Recreation	Title:	Seasonal Recreation Aides
Posting Expires:	UNTIL FILLED	Location:	Youth Center	Grade & Status:	Grade 1 – Part-time
Contact Phone:	870-424-7275	FLSA:	Non-Exempt	Salary Range:	\$11.00 – \$11.88

WHERE TO APPLY (in person or via U.S. mail): Youth Center – 1101 Spring Street, Mountain Home, AR 72653

DAYS & HOURS OF OPERATION: 10:00 am to 6:00 pm Monday – Friday

JOB NOTICE

APPLICANTS **MUST BE 18 YEARS OF AGE OR OLDER**. MUST HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT. BASIC EXPERIENCE WORKING WITH YOUTH AND HAVING THE ABILITY TO ACTIVELY PARTICIPATE IN RECREATIONAL PROGRAMS ARE A MUST.

DESCRIPTION

<u>TITLE:</u>	Recreation Aide I
<u>DEPARTMENT:</u>	Parks & Recreation
<u>GRADE</u>	1 (PART-TIME / SEASONAL SCALE)
<u>FLSA STATUS:</u>	Non-Exempt
<u>CATEGORY:</u>	Part Time/Seasonal
<u>DESCRIPTION:</u>	

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 and Program Coordinator 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: Program Coordinator

The Program Coordinator under the direction of 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. The Program Coordinator under the direction of the Manager reviews work on a daily basis.

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 is regularly required to talk or hear.

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.

WORK ENVIRONMENT: 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:

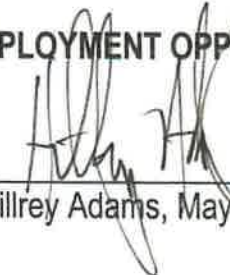
1. Minimum 18 years of age
2. High School diploma or equivalent (subject to exception as determined by management)
3. Basic experience working with youth
4. Ability to actively participate in recreation programs

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.

EMPLOYEE ACKNOWLEDGEMENT: This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.

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



Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:
CITY BULLETIN BOARDS
WORKFORCE SERVICES
CITY WEBSITE
KTLO RADIO