

## RECREATION ASSISTANT

### Available Hours

0-20 hours per week; various shifts Monday-Saturday, 9:00 a.m. - 10:00 p.m.; hours are not guaranteed and based on weekly enrollment

### Job Description Duties

- Greet and communicate with parents, youth, and teens during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, classes, clinics, tasks including, but are not limited to the following: organizing individual and group activities, while being creative and energetic, supervising a group of 10-12 children, teens and or seniors, leading children, teens, and adults in creative activities including indoor and outdoor games, sports, special events, arts and crafts, and field trips.
- Setup, breakdown, and cleaning/sanitizing of equipment; ex: canopies, tables, water coolers, and all games and activities.
- Assist with the serving of lunch and preparation/serving of snacks.
- Attend to any individual needs of the youth, but not limited to teens and seniors, ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth/senior citizens.
- Most activities are outdoors and employee may be exposed to the sun and heat for a prolonged period of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, etc.)
- Monitoring field and room permits as needed.

### Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, as well as teens and seniors
- Ability to actively lead children, teens and seniors to work independently, as well as collaboratively, as needed
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor
- Must be able to participate in all activities including actions such as walking and standing for long periods of time, squatting, kneeling, lifting carrying at least 20 lbs.
- Ability to follow directions, be on time, and reliable

### To Apply

Send resume to: [nicole.griffn@acity.org](mailto:nicole.griffn@acity.org)

Last Day to Apply: Wednesday, March 12<sup>th</sup>, 2025