

POSITION DESCRIPTION

POSITION TITLE:

Summer Recreation Activity Provider
(Temporary Full-time)

REPORTS TO:

Recreation Center Coordinator

DEPARTMENT:

Public Works

PAY SCALE:

\$8.00 hrly

POSITION SUMMARY:

Responsible for quality care, safety and supervision of School-aged children 7-12 years old. Able to work with various age groups and programs, and participate in physical activities, such as prolong walking and bicycling.

POSITION QUALIFICATION/REQUIREMENTS

SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS:

NM Class D Driver's License
Police background check
First Aid and CPR certified, preferred

EDUCATION-MINIMUM REQUIREMENTS:

High School Diploma or equivalent
21 yrs. of age or older

EXPERIENCE-MINIMUM REQUIREMENTS:

One (1) year of combined experience with youths in a residential, daycare or education facility
Knowledge of safety and emergency training

ABILITIES-MINIMUM REQUIREMENTS:

Must be a team player, enthusiastic, creative, versatile, and responsible in working with children and general public. Must be able to tolerate a noisy environment; good communication skills; able to drive 15 passenger van; knowledge of cleaning products and some janitorial skills; able to participate in physical activities, such as prolong walking or prolong bicycling.

JOB DESCRIPTION

Responsible for the supervision and safety of school-aged children 7-12 yrs. As a team member, plans and schedules activities. Attends staff meetings and mandatory training. Helps maintain an orderly and sanitary program site. Document and report safety issues, logs all incidents and reports them to the Coordinator. Assists the Coordinator with special projects and events. Performs other related duties as assigned.

WORKING CONDITIONS: Indoor & outdoor environment, numerous physical activities.

PHYSICAL DEMANDS: 1. (M)3 4 5 6 12 13

April 2016

The Town of Silver City is accepting application for the position Summer Recreation Activity Provider: Responsibilities include: quality care, safety and supervision of school-aged children 7-12 years old. Able to work with various age groups and programs, and participate in physical activities, such as prolong walking and bicycling. Requirements include: NM Class D Driver's License; Police background check; First Aid and CPR certified, preferred; High School Diploma or equivalent; 21 yrs. of age or older; one (1) year of combined experience with youths in a residential, daycare or education facility; knowledge of safety and emergency training. Must be a team player, enthusiastic, creative, versatile, and responsible in working with children and general public. Must be able to tolerate a noisy environment; good communication skills; able to drive 15 passenger van; knowledge of cleaning products and some janitorial skills. Position is open until filled. Submit application, proof of high school diploma or equivalent, valid NM Class D driver's license to: Town of Silver City, Personnel Office, 101 W. Broadway, Silver City, NM 88061 or mail to PO Box 1188, Silver City, NM 88062. The complete position description, application form and hiring policy is available for review at City Hall or www.townofsilvercity.org