

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	PARK AND RECREATION AIDE
Department:	Park and Recreation
Classification:	Hourly Staff, Level 2, Non-Exempt
Position Definition:	Performs a variety of manual, clerical, and routine leadership functions in connection with park and recreation programs and facilities.
Supervision Received:	Under the Direction of the Park and Recreation Director
Supervision Exercised:	Provides general direction to coaches, volunteers; and seasonal program staff.
Examples of Essential Duties:	<p>Provides general assistance to the Park and Recreation Director in the following areas:</p> <ul style="list-style-type: none"> • Possess a firm understanding of rules of play for basketball and recreational sports, as well as the standard operating procedures of preparing for gaming & special events. • Must be able to serve as referee, scorekeeper, gym & field supervisor, camp & program supervisor • Works closely with program instructors, volunteers, coaches and seasonal recreation program staff to promote training, safety, and overall supervision of children 6-18 years of age. • Works independently to develop, coordinate, implement, participate and evaluate a variety of programs including classes, activities, camps, trips, and special events for all audiences (pre-school age to seniors) • Recruit, direct and supervise the work of volunteers for the delivery of recreational activities & events • Coordinates the scheduling for athletic fields, parks and sports facilities for usage including monitoring recreational programs to assure proper operation and safety. • Organizes and maintains office files, processes class registrations, fee collection, coordinates commission agenda packets for meetings and data input. • Designs flyers and brochures, updates center web presence and assists with new releases to local media in support of department programs. • Provides input necessary for budget preparation related to recreational programs, special events and activities. • Strong organization, customer service, and communication skills are imperative to success.
Examples of Incidental Duties:	<p>Performs special assignments as directed; including internet based information.</p> <p>Organizes and maintains filing of liability release forms and registrations, contracts, and other pertinent department information.</p> <p>Participates in professional organizations to maintain awareness of current park and recreation trends.</p>

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Minimum Qualifications Required:	High school graduate or equivalent. One year of related recreation work experience or an equivalent combination of education and experience will be considered.
Knowledge, Skills, and Abilities:	Interpersonal skills and the ability to deal effectively with Town officials, community organizations, members of the general public are essential.
License or Certification:	A valid Connecticut Motor Vehicle Operator's license is required. Possession of current First Aid and CPR certifications or willingness to undergo necessary training within 6 months to obtain certifications in Red Cross First Aid and CPR (Child and Adult)
Physical, Mental Exertion/Environmental Conditions:	Exposure to various weather conditions when visiting parks/recreational facility sites; physical exertion in conducting recreational programs and in preparing facility sites for scheduled events; highway driving is required; effectively works under stressful conditions caused by deadlines, changing priorities, budgetary pressures, political situations and/or disenchanting residents. Evening and weekend work hours. Physical ability to lift at least 30 lbs.; hearing correctable to within normal limits; vision correctable to 20/20.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Weekly schedule varies and will include weekday, evening, weekend hours and occasional special events and holidays. During holidays, school breaks and summer, hours are generally increased.