

TOWN OF OAK CREEK

POSITION TITLE: Program Aide

DEPARTMENT: Parks & Recreation

REPORTS TO: Recreation Coordinator or Designee **FLSA STATUS:** Non-Exempt

SUPERVISORY RESPONSIBILITIES: None

DATE APPROVED: March 26, 2015

SUMMARY OF POSITION: This is a seasonal, temporary position. The Town's seasonal period is defined as working between April 10th to September 30th. Performs a variety of recreational duties for recreational activity participants for the Kids' Summer Day Camp program and other assigned programs to ensure that the programs are operated in a safe manner and provide opportunities for growth through structured age-appropriate programs centered on youth development.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.

- Assist the conduct and supervision of appropriate programs and activities including leading games and creative activities as planned or directed by the Recreation Coordinator or Program Leader(s).
- Provide instruction on a variety of recreational activities for youth.
- Assist the Recreation Coordinator or Program Leader(s) with the maintenance and enforcement of policies and recreation area ground rules.
- Conduct regular safety checks of recreation areas, reporting immediately to supervisor any problems that need to be corrected.
- Assist the Recreation Coordinator, Program Leader(s) and maintenance personnel with insuring that recreation areas are neat and free of health and safety hazards.
- Assist in cleaning all programs areas after completion of activities, e.g. sweep and spot mop community room eating and activity areas, check and clean bathrooms, wipe down tables and pick up chairs.
- Other duties as assigned.

REPORTING RELATIONSHIPS

Direction is provided by the Recreation Coordinator or designee.

KNOWLEDGE, SKILLS, ABILITIES

- Good judgment and willingness to accept responsibilities.

- Genuine interest in the well-being of children.
- Good communication skills.
- Respect for and sensitivity to all children, parents and staff with regard to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.;
- Ability to move to a variety of sites as needed and work with staff assigned by the Recreation Coordinator or Program Leader(s);
- Provide own transportation to program site(s) and meetings; and
- Honest, trustworthy, and demonstrated sound work ethics.

WORK ENVIRONMENT:

- Often works in outside weather conditions and is occasionally exposed to cold, heat, wet or humid conditions.
- The noise level is usually quiet while in the office or moderately loud when in the field or during program activities.
- Will have regular contact with other Town employees and the general public along with recreational activity participants and their family members.

PHYSICAL AND OTHER REQUIREMENTS:

- Frequently required to walk, sit and talk or hear.
- Occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- Must occasionally lift or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.