



PART TIME ATHLETICS RECREATION AID- PARKS & RECREATION

Date: September 22, 2026
From: Human Resources Department
Position: PT Athletics Recreation Aid
Department: Parks & Recreation Department
Division: Athletics
Reports to: Athletics Program Supervisor
Salary Range: \$13.00 - \$15.00 DOE
FLSA Status: Non-Exempt
Hours: 19 hours per week/Monday- Friday evenings. Schedule may vary based on seasonal athletic programs, league schedules, facility use, and departmental needs.

GENERAL DESCRIPTION OF CLASS

The purpose of this position is to provide evening operational support for the Town of Waynesville Parks & Recreation Department's athletic programs and facilities. Work includes assisting with the setup and breakdown of athletic activities, serving as the primary evening point of contact for participants, coaches, parents, volunteer officials, and facility users, responding to routine questions and concerns, and helping ensure athletic facilities and associated restrooms are properly secured at the conclusion of evening activities.

The position works under the direction of the Athletics Program Supervisor and follows established department policies, procedures, schedules, and safety standards. The employee is expected to exercise sound judgment in routine situations and refer significant, unusual, or unresolved issues to the Athletics Program Supervisor or other appropriate Town personnel.

This position has been identified as a role that requires a North Carolina SBI criminal history record check based on responsibilities involving work with individuals under 18 years of age. The results of this record check will be used in the hiring decision for this position.

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ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists the Athletics Program Supervisor with evening athletic leagues, programs, practices, games, tournaments, and other athletic activities.

Serves as the primary evening point of contact for Parks & Recreation athletic activities, assisting participants, coaches, parents, volunteer officials, and facility users with routine questions, concerns, and program needs.

Assists with the setup and breakdown of athletic facilities and equipment, including moving equipment, setting up fields or courts, placing and removing nets, bleachers, goals, tables, chairs, and other athletic equipment as needed.

Establishes and maintains positive working relationships with players, coaches, volunteer officials, parents, and the general public.

Provides assistance to volunteer officials and league participants regarding facility use, schedules, equipment, and routine program questions.

Receives and responds to routine inquiries, requests for assistance, concerns, and complaints from program participants and the general public.

Addresses routine problems that arise during athletic activities and communicates significant, unusual, or unresolved issues to the Athletics Program Supervisor.

Assists with enforcing established athletic program rules, facility policies, and safety procedures.

Monitors athletic activities and facilities for appropriate use, safety concerns, facility issues, and general compliance with department policies.

Assists with maintaining a safe, clean, organized, and properly prepared environment for athletic activities.

Communicates facility maintenance, safety, equipment, or other operational concerns to the appropriate Parks & Recreation staff.

Assists with opening and closing athletic facilities as assigned.

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Completes established evening opening, closing, and facility security procedures and checklists as assigned.

Secures and locks designated public restrooms within Town parks and other assigned Town locations at the conclusion of evening operations according to established schedules and procedures.

Checks assigned restrooms prior to securing them and reports vandalism, damage, maintenance concerns, unusual activity, or other issues to the appropriate Town staff.

Ensures assigned athletic areas and associated facilities are properly secured at the end of scheduled evening activities.

Assists with monitoring facility access and reports unauthorized use or other concerns to the Athletics Program Supervisor or appropriate Town personnel.

Travels between Town parks, recreation facilities, and other assigned locations as needed to provide evening athletic and facility support.

Documents and reports significant incidents, injuries, facility issues, complaints, rule violations, or other unusual occurrences to the Athletics Program Supervisor or appropriate Town personnel.

Responds appropriately to emergencies and safety concerns, including contacting emergency services when necessary and notifying the Athletics Program Supervisor or appropriate Town personnel as soon as practical.

May assist with registration, attendance, scorekeeping, or other routine administrative duties associated with athletic programs as assigned.

Assists with special events, tournaments, and other Parks & Recreation activities as assigned.

Attends required training and follows all Town and department policies and procedures.

Performs other duties as assigned that are reasonably related to the position.

AUTHORITY AND RESPONSIBILITY

This position works under the direction of the Athletics Program Supervisor and is responsible for carrying out established program and facility procedures during assigned evening hours.

The position does not have independent authority to alter league schedules, suspend participants, resolve formal protests, modify program policies, or take disciplinary action.

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Such matters shall be referred to the Athletics Program Supervisor or other appropriate Town personnel.

DATA INVOLVEMENT

Requires comparing or inspecting facilities, equipment, schedules, and activities against established standards and procedures and communicating information to the Athletics Program Supervisor.

PEOPLE INVOLVEMENT

Requires frequent interaction with program participants, coaches, parents, volunteer officials, Town employees, and the general public. Requires establishing and maintaining effective working relationships, providing assistance, responding professionally to concerns, and referring issues beyond the scope of the position to the appropriate supervisor.

INVOLVEMENT WITH THINGS

Requires handling and using athletic equipment, facility equipment, keys, locks, radios, computers, and other equipment necessary to perform assigned duties.

REASONING REQUIREMENTS

Requires performing semi-routine work following established procedures, recognizing routine problems, exercising sound judgment in addressing minor issues, and knowing when to refer problems or concerns to the Athletics Program Supervisor or other appropriate Town staff.

LANGUAGE REQUIREMENTS

Requires the ability to read and understand schedules, policies, procedures, safety instructions, and other written materials; communicate effectively with participants, volunteers, employees, and the public; and complete basic written or electronic documentation as required.

MENTAL REQUIREMENTS

Requires the ability to remain attentive while monitoring athletic activities and facilities, handle multiple routine responsibilities during evening operations, communicate effectively with the public, and respond appropriately to changing circumstances.

QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent preferred.
- Some experience in recreation, athletics, customer service, facility operations, or a related field preferred.

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- An equivalent combination of education, training, and experience may be considered.

Special Qualifications:

- Must possess a valid North Carolina driver's license if required to operate a Town vehicle or travel between assigned Town facilities.
- Must obtain and maintain CPR and First Aid certification within 60 days of employment.
- Must be able to work primarily evening hours Monday-Friday, with schedule variations based on seasonal athletic programs and departmental needs.
- Must be able to work independently within established policies and procedures while maintaining regular communication with the Athletics Program Supervisor.

PHYSICAL DEMANDS

Requires the ability to frequently walk and stand for extended periods and perform physical activities associated with athletic facility setup and breakdown. Must be able to lift, carry, push, pull, bend, stoop, crouch, reach, grasp, and move equipment and furnishings weighing up to approximately 50 pounds on a recurring basis.

ENVIRONMENTAL HAZARDS

The job may involve exposure to indoor and outdoor environments, including extreme heat and/or cold, rain, wet or humid conditions, dust and pollen, traffic, athletic activities, moving equipment, cleaning products, disease/pathogens, and other conditions normally associated with evening operation of public recreation facilities and parks.

JUDGMENTS AND DECISIONS

The position requires routine decision-making related to evening athletic activities, facility operations, participant assistance, and securing assigned facilities. The employee is expected to follow established policies and procedures and promptly refer significant complaints, safety concerns, emergencies, disciplinary matters, formal protests, or other issues outside the scope of the position to the Athletics Program Supervisor or appropriate Town personnel.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

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Or Scan the QR Code to apply online:



Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

**Or via email to bangel@waynesvillenc.gov
Applications accepted until position is filled.**