



Date: June 15, 2023

From: Human Resources Department

RE: Recreation Aid– Parks & Recreation Department several part-time positions available

Salary: \$ 11.00 hr.

Hours: Varies with rotating weekends

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to perform the job of Recreation Aid in an efficient and effective manner by observing department operational procedures, be prepared daily to provide courteous and professional customer service, and to perform related duties as assigned.

ESSENTIAL TASKS

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

- Observe the proper use of equipment and offer assistance when needed
- Offer instruction to any patron who misuses equipment
- Provide instruction for the general use of weight training, cardio and stretch equipment
- Communicate regularly with the Fitness supervisor
- Clean equipment with wipes, clothes, and paper towels. Sweep, vacuum, and mop around, under and on equipment as needed
- Other duties as assigned

PEOPLE INVOLVEMENT:

CLASS TITLE: RECREATION AIDE PART TIME

Requires serving others such as customers, attending to their requests and exchanging information with them.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED, or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

CPR and First Aide (can be provided by the Town)

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

Physical and Dexterity Requirements

- Assist in the performance of the job involving guidelines, rules, and procedures with constant problem-solving skills
- The job requires light to moderate physical activity
- Requires secondary work that involves walking or standing for long periods of time. Involves exerting up to 20 to 50 lbs. of force on a recurring basis, and a consideration of skill in a speed and use of fingers, hands, and feet in a task of close tolerance
- Be prepared to be stand for long periods of times

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

CLASS TITLE: RECREATION AIDE PART TIME

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.

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 banqel@waynesvillenc.gov

Applications will be accepted until filled