

## **RECREATION AIDE – Athletics, Camps, Special Events (Seasonal)**

**GENERAL STATEMENT OF DUTIES:** Assists in planning, execution, operation, and supervision of recreation athletics, camps, and special events.

**DISTINGUISHING FEATURES OF POSITION CLASS:** The employee in this class is responsible for the general maintenance, inspection, and supervision of the Cramerton Recreation programming and related equipment. The employee functions under the direction of the Athletic Supervisor and Special Events and Program Supervisor.

**ESSENTIAL FUNCTIONS:** To enhance the participant experience through proper game management, score keeping, communication, camp supervision, participant interaction, event site management, and work with high morale and enthusiasm. Key areas include but are not limited to:

- Scorekeeper
- Field supervisor
- Gym Supervisor
- Camp instructor
- Camp assistant
- Event preparation
- Event execution assistant
- Facility maintenance

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves heavy work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing, and repetitive motion. Sufficient visual acuity is required to use measurement devices, prepare and analyze data and figures, assemble equipment at distances close to the eye, and visually inspect machine parts to detect small defects. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including working near functioning machinery. An employee in this position could be “reasonably anticipated” as a result of performing their job duties to face contact with blood and other potentially infectious materials.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Specific knowledge of all phases of community recreation and facility and grounds maintenance. Specific knowledge of the care and maintenance of recreation equipment. Comprehensive knowledge of the functions of a community recreation center. Ability to develop and maintain effective relationships with other employees and to promote and maintain high morale and enthusiasm; good judgement.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least 16 years of age and in high school OR at least 15 years of age with a work permit and parental permission.

Applications can be obtained online at [www.cramerton.org](http://www.cramerton.org) or at Town Hall. To apply please return a completed employment application to Attn: Parks and Recreation Director, Town of Cramerton, 155 N. Main Street; Cramerton, NC 28032.