

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2013 – 031

POSITION: RECREATION SPECIALIST
DEPARTMENT: RECREATION
STATUS: NON-EXEMPT
REPORTS TO: RECREATION DIRECTOR
SHIFT: PT, TEMPORARY UP TO 19 HOURS PER WEEK
SALARY: MINIMUM \$7.50

GENERAL DESCRIPTION:

Assists and works closely with the Recreation Director to coordinate/schedule programs and activities for the Recreation Center *Kidz N Motion* programming. Supervises youth activities and programs. Helps monitor the development of programs and activities and plan special events. Performs general grounds keeping duties. Some office, custodial and maintenance work is required. This position requires the willingness to work irregular hours, weekends and holidays as necessary. Must possess a current CPR and First Aid Certification or have the ability to get one. Applicants will be required to pass a controlled substance test, background check, and physical if conditional offer of employment is made.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lessor skills, knowledge, or dexterity may be assigned.

1. Must have excellent driving record. Position may include transporting youth to and from activities.
2. Works with the Recreation Director to plan weekly activities for the After School Program and aides with ideas for the Summer Program.
3. Helps manage public and is able to communicate Recreation Center information in an effective and customer friendly manner.
4. Has the ability to supervise a large group of children in a physical and educational environment.
5. General clean up of areas to include, but not limited to: sweeping, dusting, emptying trash, scrubbing toilets, mopping, picking up trash...etc.
6. Some general office work is expected and may include, but not limited to: typing, filing, copying and mailing...etc.
7. Promotes an atmosphere that encourages community culture and recreational events.
8. May be required to perform general First Aid/CPR.
9. May be required to drive a Portales Recreation Center van.
10. Performs general grounds keeping including, but not limited to: mowing, weed eating, painting, trash pickup...etc.
11. Enforces Portales Recreation Center rules and regulations in a positive manor allowing the members to understand the rules and regulations that are to be followed at the Recreation Center.
12. Knowledge of all City League Sport information for communication with the public.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. Minimum of 18 years of age.
2. Previous experience desired, but not required.

3. Current New Mexico driver's license with a passenger endorsement required. Must possess an excellent driving record.
4. Current CPR and First Aid Certification, or ability to get one.
5. Ability to follow through on work assignments without supervision.
6. Ability to communicate clearly both orally and in writing.
7. Ability to operate various manual and/or motor-driven tools and equipment.
8. Ability to lift and move cleaning equipment and supplies and recreational gaming equipment.

WORK SCHEDULE:

The workweek hours are Monday-Friday 7:30pm to 5:30 pm, with additional hours for cleaning and special events. Work hours will be scheduled at the discretion of the Recreation Center Director. Additional time may be required to work after regular hours, weekends, and/or holidays.

DEADLINE TO APPLY: 5:00 pm, Monday, June 10, 2013.

EOE