



GLOUCESTER COUNTY
invites applications for the position of:

Recreation Aide

SALARY: \$11.08 Hourly

OPENING DATE: 2/06/2019

CLOSING DATE: Continuous

DESCRIPTION:

**SEVERAL POSITIONS AVAILABLE
FLEXIBLE WORK HOURS
GREAT OPPORTUNITY FOR SPORTS-MINDED
INDIVIDUALS**

Join our team we are gearing up for Spring and Summer activities!



Under general supervision, coordinates the use of parks and community school facilities for recreational programs. Employee must follow school and departmental policies to ensure a safe environment for program participants, volunteers, and staff. Reports to the Athletic Supervisor or other designated department staff member.

Examples of Duties

1. Coordinates athletic/recreation events to include keeping score of games, interpreting departmental policies, patrolling facility, counting and supervising participants and spectators, and distributing and collecting equipment.
2. Coordinate volunteers at events. Solicits assistance from volunteers to operate score clock, umpire or officiate games, etc.
3. Communicates and publicizes to participants effective community use of parks and school facilities. Distributes information to participants, coaches, and parents/guardians of participants.
4. Greets participants; responds to routine inquiries about departmental activities and services, and makes referrals, as needed.
5. Interacts effectively with fellow employees, program participants, supervisor, school staff, professionals, and the general public.
6. Conducts pre-game facility safety checks and prepares for activities, games, or practices.
7. Conducts post-game maintenance on facilities including completing Outdoor Facilities Inspection List, when necessary.
8. Reports incidents and problems to supervisor.
9. Performs first aid when necessary.
10. May be required to drive Department vehicle or mini bus.
11. Moves equipment as necessary
12. Performs other duties as assigned.



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Qualifications

- Graduation from high school or GED and minimum (1) year of experience working with the public in a recreational setting preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).
- Possession of, or ability to successfully complete within sixty (60) days of employment, Red Cross-approved course in First Aid and CPR. Must maintain certification while employed by the County.

Special Requirements

To be considered for this position, online application must have the following:

A minimum of 3 professional references **MUST** be listed on the application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Must be available to work Mon. - Thurs. evenings 6p–9:30p, Saturdays and Sundays between 8a-6p

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions](#).)

A complete job description is located on our website: www.gloucesterva.jobs.