

# Town of Maiden

## PARKS AND RECREATION, PART-TIME

### **Distinguishing Features of the Class**

The Town of Maiden is seeking a Parks and Recreation part time employee to assist the Recreation Programmer and Director in the overall management and operation of the facility and recreation programs. Work is performed under regular supervision along with independent work. Work is performed in many types of weather conditions, around youth and adult athletics and special event programs.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- Assists with setup and breakdown of internal athletic programs and events
- Opens and closes athletic facilities/parks for general use and reservations
- Performs basic cleanup inside athletic facilities, community room, and concession stand
- Inspects facilities and grounds for any potential hazards and reports daily
- Enforces reservation policies, safety rules, and field usage rules and regulations
- Assists with athletic equipment maintenance and inventory
- Occasionally assists recreation centers with operations
- Interacts with public and provides excellent customer service to patrons and participants
- Provides general information about recreation, athletic facilities, programs, and activities to public
- Maintains daily communication with supervisor and attends staff meetings

#### **Additional Job Duties**

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledges, Skills, and Abilities**

#### **Formal Education:**

- Requires a High School Diploma or GED or equivalent.
- On-the-job training approximately 1 to 2 weeks. Some education or previous experience working with youth, adults, and seniors.
- Must be 18 years of years or older.
- Must be able to establish and maintain effective interpersonal relationships with other employees and the public.

### **Physical Requirements**

Light to Medium Work: Exerting negligible amount of force constantly to move objects and papers, to make reports, answer telephone and file. Additional strength required to lift tables, chairs, and equipment. Physical demand requirements usually require walking, standing, stooping, bending, stretching, and sitting on the ground or floor; however, worker may sit in a chair at times. There is significant use of arms, hands, feet, and legs.

### **Special Requirement**

Able to obtain a valid North Carolina driver's license.

Anticipated hiring rate for the position is \$12.00 hourly DOQ. Background check and drug screening will be required. Interested applicants should submit their cover letter, resume, salary history, and town application <https://maidennc.com/PDF/appl-bkgrnd-combo.pdf> to Wanda Barnes, HR Officer, 19 N. Main Ave. Maiden, NC 28650 or by email at [wbarnes@maidennc.gov](mailto:wbarnes@maidennc.gov). This job description may not be all-inclusive, as jobs evolve over time to meet the ever-changing needs of the Town of Maiden workforce. This job description is not intended to and does not create a contract or offer of employment to any individual.

Open until filled, however the resume review process will begin August 27<sup>th</sup>. EEO.