

Town of Maiden
Parks and Recreation Part time Seasonal – Summer Camp Counselor

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 summer programs and activities. 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 all aspects of summer camps and summer programs from planning and facilitating activities to setup and breakdown.
- Opens and closes athletic facilities/parks for summer programs and activities along with general use.
- Performs basic cleanup inside athletic facilities, community room, and parks.
- Assists with athletic and activity equipment maintenance and inventory.
- Occasionally assists recreation centers with operations.
- Interacts with public and provides excellent customer service to patrons and participants.
- Maintains daily communication with supervisor and attends staff meetings.

Knowledges, Skills, and Abilities

Formal Education:

- Must be 18 years of years or older.
- Must be able to establish and maintain effective interpersonal relationships with other employees and the public.
- The successful candidate will be required to work varying shifts including days, evenings, and weekends.

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

The anticipated hiring rate for the position is \$14.00 hourly DOQ. Background check and drug screening will be required. Interested applicants should submit their resume, 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. 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 May 15th. EEO.