

Parks and Recreation Per Diem Assistant

SUMMARY This is a as needed position within the Recreation Division of the department. This person will be added to the schedule as needed to assistant the Director with updating seasonal program changes, special event setup and execution, fill in person for councilors as needed, and assisting with program execution.

SUPERVISION RECEIVED Direct supervision is received from the Parks and Recreation Director.

COMPETENCIES Team Player Safety-Conscious Dependable Task-Oriented

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with registration for new programming
- Assist in set up for special events or programming
- Assist in rec center maintenance
- Assist in determining supply and equipment needs and in ordering/purchasing

MANDATORY MINIMUM QUALIFICATIONS

- At least 18 years old
- Preferred to have administrative experience
- Works well with minimal supervision, and asks for assistance when needed
- Excellent social, communication, writing and computer skills
- Ability to pass all necessary background checks

Required Knowledge, Skills and Abilities

- Enthusiastic and positive attitude.
- Excellent communication skills.
- Basic computer skills.

PHYSICAL DEMANDS

- Able to participate in games, sports, and physical activities including water-based games and activities.
- Able to maintain attention and high level of energy or excitement for extended periods of time.
- Must be able to spend majority the of time outdoors and tolerate a variety of weather conditions.
- Ability to lift 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job. While performing the duties of this position, the employee is required to sit, stand, talk and hear, walk various sites including rough and uneven surfaces, work outside, and work in inclement and severe weather. The employee works in a variety of settings and is around children of all ages. The noise level in the work environment can be

extremely high when parks' equipment is being used. Additional occupational risks may be present as related to exposure to chemicals from supplies.

SELECTION GUIDELINES

Employment application is required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and ranked according to education, experience, job knowledge, and skills as related to the position.

EQUAL OPPORTUNITY EMPLOYER

The Town of Winslow is strongly committed to diversity in its work force. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

APPLICATION PROCESS

To be considered for the position, you must submit a completed employment application. You can email amccaslin@winslow-me.gov or pick up an application at the rec center located at 114 Benton Ave Winslow ME 04901. If you have questions about the position, please contact Amanda McCaslin, Parks and Recreation Director, at amccaslin@winslow-me.gov or by calling (207)872-2776 option 7