

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

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OCTOBER 28, 2024
DANIELLE PATTERSON-FIELDS
NOVEMBER 8, 2024/5:00 P.M.

All applicants must submit an up-to-date resume and/or completed application. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountyde.gov. Please contact our office at 302-744-2310 or email us at hr.recruitment@kentcountyde.gov

Department of Community Services
Parks & Recreation Division
Classified, GRADE 2101
Contractual
\$15.00/hour

RECREATION ASSISTANT (CONTRACTUAL)

General Description

The purpose of this position is to provide basic customer, facility, and recreation program services at the County Recreation Center or other County facilities. The incumbent will work a part-time flexible schedule, which includes evenings and weekend hours.

This position works independently with some initial supervision, developing work methods and sequences within specified procedures and work areas.

DUTIES and RESPONSIBILITIES: (Illustrative only)

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Direct visitors/participants to program areas;
- Inspect and set up recreation equipment;
- Distribute and account for program supplies (balls, etc.);
- Explain program/facility rules and regulations;
- Respond to requests for recreation program and related information;
- Assist with facility set up for special events/activities;
- Maintain floor surfaces as necessary for safety and remove hazards;
- Lock and unlock doors as needed;
- Provide general facility supervision and security.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High school diploma or GED equivalent, excellent customer service skills, and knowledge of a gymnasium-based sports/recreation environment, or any equivalent combination of education, training, and experience.

Additional Requirements:

Ability to learn recreation center procedures; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; ability to calculate, collect and account for program fees; ability to learn to operate computerized receipting system; physical ability and stamina to maneuver sports equipment and standards; working knowledge of sports equipment and

standards; ability to interact well with people; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Must be able to perform other physical activities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outdoors, in varying weather conditions.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.

Employee Acknowledgement