

**City of Seward
Job Description**



Job Title: Program Aide Trainee

Range:	1	Salary:	\$11.49
Department:	Parks & Recreation	Approved By:	
Reports to:	May be supervised by any of the following: Programs Supervisor, Community Schools Coordinator, Parks Operations Supervisor, TYC Assistant, Sports & Recreation Assistant and/or Parks & Recreation Director	Date:	03/23/16
Supervises:	N/A		
Position:	Temporary		

Summary:

This position is responsible for providing staff support services for daily recreation programs, special events and parks & recreation facilities and campground operations.

Essential Duties and Responsibilities:

Assists supervisory staff with the development and operations of community programs.

Monitors and supervises public use of recreational and school facilities and SPRD events.

Collects and accounts for public use fees according to established procedures.

Assists with program evaluations and record keeping.

Performs routine maintenance and custodial duties at recreational facilities as required.

Works with youth in recreation setting. With training, must be able to identify risk-behaviors and needs to be able to make appropriate references to social services, or able to refer such cases to immediate supervisor.

Performs other related duties as assigned.

Supervisory Responsibilities:

None

Approved:

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Employee

Department Head

Personnel Officer

City Manager

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is available to students who are 14 years old or older.

Education and/or Experience:

Three months experience working directly with the public.

Possible Promotion Opportunities:

In order to be considered for promotion from Program Aide Trainee to Program Aide, the Trainee must complete the following: A.) Have successfully completed three, two-hours shifts at TYC; and B.) Have successfully completed three, two-hours shifts at S&R; and C.) reach a level of satisfaction, as prescribed by the Parks & Recreation Director regarding Community Schools programs, Parking and Park Maintenance & Campgrounds divisions; and D.) Request from the Trainee's immediate supervisor a Promotion Evaluation. In order to be considered for a promotion, the evaluation must contain zero "N for Needs Improvement" comments in any of the sections. The job qualifications (Education, Language Skills, Other Skills & Abilities) in the Program Aide job description must be met by the Trainee before requesting promotion.

Language Skills:

Ability to read, analyze and interpret procedures manuals, sports rules books, written instructions and policy memos. Ability to write incident reports, program receipts, attendance reports, program evaluations and short correspondences to supervisors, as needed, using department forms. Ability to effectively present information and respond to questions from co-workers, supervisors and customers. Ability to communicate effectively and deal with the public for information referral and in conflict situations. Ability to work with area businesses and individuals to promote activities and programs for the department.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide, to calculate figures and amounts such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations to supervisors. Ability to deal with several abstract and concrete variables. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Ability to use general office equipment: computers, printers, fax machines, cash registers, computer local network system, telephones and answering machines. Able to pass several on-line training classes in safety, customer service, driving, etc.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, stretch and grab, climb, bend and lift or crouch. The employee is frequently required to type, handle objects, tools or supplies, crawl, or kneel. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

The employee must regularly lift and/or move up to 15 pounds, frequently lift and move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Rarely, over 100 lbs., and then with help from team members.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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.

Within the work environment, employees will be subjected to reports and conversations from participants reporting such issues as: physical or emotional abuse reports, concerns about sexual activity, social or mental stresses, and drug and alcohol uses and abuses. The employee must be able to deal with confidential matters and handle the stress accompanied with such knowledge.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is medium to high. Ear protection may be required occasionally while performing tasks producing higher noise levels.

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