



VACANCY ANNOUNCEMENT

Job Title: Recreation Program Assistant
Open Date: February 13, 2018
Closing Date: March 5, 2018 at 5:00 p.m.
Salary: \$31,268 annually
Job Type: Full-time with benefits
Department: Recreation Center

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

Responsible for assisting the Recreation Coordinator in managing, directing, and coordinating a variety of programs, activities of the recreation center, and summer day camps at the Moore Community Center. Position will help schedule, training and supervise staff, and be responsible for assisting and supervising adult and youth recreation programming including volleyball, basketball, and soccer leagues, summer day camp, other sports camps, and education classes.

Position will assist in supervising Recreation and Summer Day Camp staff.

Duties include but are not limited to:

- Assist with obtaining summer day camp accreditations and other necessary certifications or training.
- Assist with planning, organizing, scheduling, supervising, performing and arranging for facilities maintenance and equipment operations.
- Assists in planning and coordinating youth and adult sports programs; outdoor activity programs; art classes and programs; and other recreation-related programs.
- Organize and lead a variety of small and large group activities each week, including crafts, nature, songs, games, opening and closing ceremonies, swimming, archery, sports, and field trips.
- Provide supervision to staff and participants on all field trips and trips to The Station Aquatic Center.

EDUCATION AND EXPERIENCE:

Any combination of the experience and education shown is qualifying.

Four years of experience in developing, organizing, and managing indoor youth sports leagues in a recreation center or similar facility, or in program development for indoor classes, programs, and/or summer day camps; a bachelor's degree in sports, parks, recreation, or a closely related field.

License, Certification and/or Training:

First Aid, CPR/AED certification or ability to obtain within the first two weeks of employment is required. Experience or training in PC based applications including Word and Excel preferred.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information, including the full job description, can be found at <https://www.cityofmoore.com/jobs>. Selected applicant must pass a background investigation and drug screen.

City of Moore is an Equal Opportunity Employer