



Town of Wytheville

Job Opening

Recreation Assistant – Kidventures Counselor (Multiple Part – Time Positions Available)

ANTICIPATED HIRING RATE: \$15.00 per hour.

Actual compensation will be DOE/DOQ.

DEPARTMENT: Parks & Recreation

FLSA DESIGNATION: Non-Exempt

POSTED: 03/06/2024

POSITION SUMMARY: The **Recreation Assistant – Kidventures Counselor** supervises a group of children in the Kidventures Program and assists the Kidventures Supervisor with planning and carrying out activities. Working under the direct supervision of the Kidventures Supervisor, this position supervises Kidventures Program participants and Wytheville Community Center participants and volunteers, in their work areas as assigned. This position always maintains control and discipline of a group of children, takes disciplinary actions as outlined in the department manual, works closely with the Kidventures Supervisor in implementing scheduled activities, and carries out the programs scheduled for Kidventures.

➔ **Please refer to the attached Job Description for more details or visit the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

MINIMUM REQUIRED QUALIFICATIONS: Attending High School or pursuing GED required. High school diploma or GED equivalent preferred. Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public; Ability to effectively enforce safety and health regulations; Ability to effectively communicate orally; Ability to give and understand oral instructions. Ability to meet and deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; Ability to handle stressful situations. **Special Requirements:** Must be at least 17 years of age. Must successfully complete CPR and Standard First Aid Course and other training scheduled by the department. *Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

Please refer to the Job Description for additional Preferred and Required Minimum Qualifications.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town of Wytheville job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please send a completed application via email to: human.resources@wytheville.org, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382, or deliver in-person.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the positions are filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: **Recreation Assistant – Kidventures Counselor**

Department: Parks and Recreation (Town of Wytheville)

Worker's Comp Group No.: 054

FLSA Designation: Non-Exempt

Effective Date: March 4, 2024

GENERAL PURPOSE

The **Recreation Assistant – Kidventures Counselor** supervises a group of children in the Kidventures Program and assists the Kidventures Supervisor with planning and carrying out activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Kidventures Supervisor and the general supervision of the Program Coordinator and the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises Kidventures Program participants and Wytheville Community Center participants and volunteers, in their work area as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Kidventures Supervisor with general supervision and planning of the Kidventures Program.

Maintains control and discipline of a group of children at all times. Takes disciplinary actions as outlined in the department manual.

Works closely with the Kidventures Supervisor in implementing scheduled activities. Carries out the programs scheduled for Kidventures.

Assists in preparing required reports and forms.

Prepares areas to be used; obtains and stores equipment in proper area in an organized manner.

Monitors participants' use of facilities and program areas and enforces recreation and safety rules and regulations, adhering to safety protocols at all times.

Reports definite as well as potential physical hazards in unsafe conditions of the facility and equipment to the Kidventures Supervisor or Program Coordinator.

Effectively communicates problems to the Kidventures Supervisor, Department Program Coordinator and Department staff or others.

Administers lifesaving and emergency techniques covered by certified training.

PERIPHERAL DUTIES

Performs other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Attending High School or pursuing GED required. High school diploma or GED equivalent preferred.

JOB DESCRIPTION

Class Title: **Recreation Assistant – Kidventures Counselor**

Necessary Knowledge, Skills, and Abilities:

Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public; Ability to effectively enforce safety and health regulations; Ability to effectively communicate orally; Ability to give and understand oral instructions.

Ability to meet and deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; Ability to handle stressful situations.

Special Requirements

Must be 17 years of age.

Completion of a CPR , Standard First Aid, AED courses, or have the ability to obtain training, and any other training scheduled by the department.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

All types of recreational supplies including but not limited to balls, bats, phone, emergency equipment, two-way radio, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, sit, talk, see and hear. The employee is frequently required to use hands and arms to write, throw, reach and catch. The employee is frequently required to stoop to pick up equipment. The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee may be exposed to humid and hot conditions of a gymnasium or outdoor weather. The noise level in the work environment is frequently loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background check, driving records, physical examination, psychological examination, physical agility test, written test, and job-related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

