



Town of Wytheville

Job Opening

Recreation Assistant – Kidventures Supervisor (Two Part – Time Positions Available)

ANTICIPATED HIRING RATE: \$15.52 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 Supervisor** works under the direct supervision of the Program Coordinator and assists the Program Coordinator in the development and coordination of activities and supervises the Kidventures Program during the summer months. Supervises Recreation Assistant – Kidventures Counselors, Kidventures Program participants, and Wytheville Community Center participants and volunteers, in their work areas as assigned.

➔ 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: High School Graduate or GED equivalent. College graduate preferred with a degree in a related field preferred. At least one year of experience working with children in a recreation or educational setting preferred. OR any equivalent combination of education and experience that satisfies the job requirements may be considered. Must have the 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. Knowledge and experience in recreational activities and arts & crafts; Ability to carry through scheduled activities with limited amount of instruction. **Special Requirements:** Must be at least 18 years of age. Must possess a valid state driver's license. 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 Supervisor**

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 Supervisor** assists the Program Coordinator in the development and coordination of activities and supervises the Kidventures Program during the summer months.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Supervises Recreation Assistant – Kidventures Counselors, Kidventures Program participants, and Wytheville Community Center participants and volunteers, in their work areas as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 Program Coordinator in implementing scheduled activities.

Carries out the programs scheduled for Kidventures; confirms arrangements, prepares paperwork, gathers supplies, etc.

Supervises personnel working with the programs; utilizes their skills and talents.

Organizes all paperwork required for Kidventures; maintains daily attendance forms; employee time sheets, special activities reports.

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

Enforces all safety rules.

Upholds and enforces department policies; maintains discipline of participants.

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

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

Administers lifesaving and emergency techniques covered by certified training.

PERIPHERAL DUTIES

Performs other duties as assigned.

JOB DESCRIPTION

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

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Graduate or GED equivalent. College graduate preferred with a degree in a related field preferred. At least one year of experience working with children in a recreation or educational setting preferred. OR any equivalent combination of education and experience that satisfies the job requirements may be considered.

Necessary Knowledge, Skills, and Abilities:

1. 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.
2. 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.
3. Knowledge and experience in recreational activities and arts & crafts; Ability to carry through scheduled activities with limited amount of instruction.

SPECIAL REQUIREMENTS

Must be at least 18 years of age.

Must possess a valid state driver's license.

Completion of a 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.

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

JOB DESCRIPTION

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

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Authorization:

Signature: _____ Date: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: 9/17/2013; 03/1/2024

Job Description Acknowledgement of Employee:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Name:

Print: _____ Signature: _____ Date: _____

HR Use Only:

Date Received: _____ HR Rep Initials: _____ Effective Date: _____