

Vera Kalish
Personnel Officer
Varvara Keun
Personnel Officer



MIDDLE TOWNSHIP
DEPARTMENT OF HUMAN RESOURCES & TRAINING
33 Mechanic Street
(609) 465-8866 / Fax: (609) 465-7201
www.middletownship.com

Job Opportunity

Position: Recreation Aid Department: Recreation

Number of Openings: 2 Type of employment: Part-time

POSITION DEFINITION AND DISTINGUISHING CHARACTERISTICS:

Under supervision, assists in organization, development, and personal leadership in recreation activities of all types; does other related duties as required. People possessing positions in this class provide support services to staff responsible for recreation program activities. These employees may provide input or recommendations regarding curriculum planning, subject to approval by supervisory staff. The exercise of independent judgment is limited due to the nature of the work.

EXAMPLES OF WORK:

Assists in the curriculum planning, organization, promotion and implementation of recreational programs and activities. Helps promote recreation programs of all types. Helps organize and lead groups and individuals in various activities. Helps plan, implement and publicize special events. Helps participants attain greater skills in and enjoyment from recreation activities. Assists in the maintenance of records and completion of reports (e.g. Participation Usage Reports, time cards, incident/accident reports, etc.) as directed. May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the recreation program. Helps set up and clean activity area to ensure it is neat and free of health/safety hazards. Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration requirements. Monitors participants to ensure orderly conduct. May maintain inventory of supplies and equipment. Reports to supervisor orally or in writing on groups and individuals. Maintains records. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Availability Requirements: Evenings, Weekends and Holidays.

Middle Township accepts applications electronically or by mail. Please send letter of interest, applications and resumes to: Township of Middle: Human Resources Department, 33 Mechanic Street, CMCH NJ 08210

Please email letter of interest and resumes to: Vera T. Kalish at vkalish@middletownship.com or Varvara Keun at vkeun@middletownship.com

The Township is an Equal Opportunity Employer