

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.middleborough.com

Job Opportunity

POSITION: Recreation Aid (1 position open).

Township of Middle, NJ seeking a full-time **Recreation Aid** for our **Recreation Department**. Due to significant interaction with staff and taxpayers, applicants must be enthusiastic self-starters with positive attitude and desire to perform assigned tasks. Applicants must be able to manage multiple priorities in a physically demanding fast-paced environment, have strong attention to details, strong verbal and written communication skills. Recreation Aid is an entry level job with the salary of \$24990 and Fringe Benefits.

POSITION DEFINITION AND DISTINGUISHING CHARACTERISTICS:

The Recreation Aide works alone or with other Recreation staff members in providing general assistance and support to assigned recreation program and activities.

EXAMPLES OF WORK:

1. Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting
2. Prepare facility (fields, rooms, etc.) for planned events, including but not limited to cleaning bathrooms, waxing and stripping gym floors with floor machine, lining fields with paint machine.
3. Ensure facility is maintained and safety procedures are followed.
4. Assists in providing on-site supervision of recreation program and activity participants.
5. Order and maintain sporting equipment (balls, bats, exercise equipment, etc.). Sets up and issues equipment for recreational activities.
6. Perform clerical duties, including registering participants and answering event inquiries.
7. Provide first aid when necessary during events. Complete reports for injury, accidents and other incidents.
8. All other duties as assigned.

Availability Requirements: 40 hours a week with Early Mornings, Evenings, Weekends and Holidays availability.

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

Closing date for accepting applications: August 7th, 2020.

The Township reserves the right to interview candidates before application deadline.

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