

Leisure Services Aide
Maintenance Worker

The City of Port Wentworth Leisure Services Department is currently seeking qualified applicants for Leisure Services Aide position. This is a part time position with flexible hours. Qualified applicants must have knowledge of public relation and customer service, lining and marking sports fields, working scoreboards/time clocks as well as basic rules of sports and activities.

Ability to work with participants and parents in a professional manner, cutting grass, edging, managing a weed eater and blower, answers telephone calls, and provides information and assistance to the public when needed.

Must have a high school diploma or GED equivalent, valid driver's license, at least one-year experience in maintenance, recreation, or youth activities. The application must be sent to the Port Wentworth Leisure Services Department, attention Tiffany Lancaster, 103 Turnberry Street, Port Wentworth, Georgia 31407.

Applications will be accepted until the position is filled. The City of Port Wentworth is an equal Opportunity Employer.



Leisure Services Recreation Aide – Part Time Position

Leisure Services Department

Job Summary

This position is responsible for the assisting of ongoing activities, programs and events.

Major Duties

- Assists with cutting grass, edging, managing a weed eater and blower.
- Assists with the lining and marking all baseball, softball, soccer, football fields.
- Assists with working/cleaning concession stands at all parks and gymnasium.
- Assists in passing out equipment and setting up equipment for all activities and programs.
- Assists in cleaning and maintenance of all department facilities and parks.
- Open/close and monitor gym/park for programs and events.
- Assists in/at all events and games with daily/event functions.
- Answers telephone, makes appropriate phone calls when needed, and provides information and assistance when needed.
- Instruct specific program classes according to knowledge and individual experience

Knowledge required by the Position

- Skill in the provision of public relation and customer service.
- Knowledge of department policies and regulations.
- Knowledge of computer and job related software programs.
- Skills in written and oral communication.
- Line and mark sports fields, work time clock and basic rules to sports and activities.
- Ability to work with participants and parents in a professional manner

Supervisory Controls

The Director of Leisure Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines

- Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity of work

- The work consists of related program duties and event duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to participate in the program and event coordination and implementation for our Leisure Services Department. Success in this position contributes to a safe, well maintained, attractive, well managed event or program and quality recreation for area residents of all ages.

Contacts

- Contacts are typically with co-workers, other city employees, vendors, volunteers, officials, school officials, residents, community leaders and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to motivate or influence persons.

Physical Demands/Work environment

- Ability to work outside, ability to stand for long periods of time, ability to bend, crouch, walk, lift at least 40 pounds
- The work is typically performed in a gym, outside, in a park or on sports fields.

Supervisory and Management Responsibility

None

Minimum Qualifications

- High school diploma or GED equivalent
- Valid driver's license
- At least one year experience in recreation or youth activities
- Sufficient experience to understand the basic principle relevant to the major duties of the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

- Basic knowledge of sports activities and functions