



Town of North Hempstead
“Yes We Can” Community Center
Part Time Recreation Aide



The Town of North Hempstead “Yes We Can” Community Center is looking for **Recreation Aides** to work in its After-school Program. This position performs recreational and enrichment activities at the “Yes We Can” Community Center After School Program. **If interested in the position, please email a resume and cover letter to: yeswecan@northhempsteadny.gov.**

GENERAL STATEMENT OF DUTIES

The Recreation Aide plays a critical role in the successful execution of the “Yes We Can” Community Center After School Program. The Recreation Aide is responsible for providing a safe and positive environment for youth members, while performing various duties as required.

COMPLEXITY OF DUTIES

This position involves routine duties performed along well-defined lines of procedures.

TYPICAL DUTIES

1. Fill out membership cards.
2. Maintains discipline, enforces regulations, and provides appropriate supervision.
3. Perform specific scheduled assignments, including but not limited to:
 - a. Set up apparatus, sports equipment and maintains facilities.
 - b. Issue and collect equipment and supplies.
4. Assigns facilities to each group.
5. Accurately maintain Center records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to interact effectively with children and adults.
2. Ability to clearly express ideas within groups.
3. Ability to accurately maintain records and prepare reports.
4. Ability to effectively follow oral and written instructions.

MINIMUM QUALIFICATIONS

Completion of two years of high school.

Salary

\$18.00 an hour

Updated: 8/16/2024