



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. Ensure the health, safety, and well-being of participants in the Center by providing appropriate supervision at all times.
2. Perform specific scheduled assignments, including but not limited to:
 - a. Fill out membership applications and issue cards.
 - b. Set up and maintain recreation, fitness, and sports equipment.
 - c. Issue and collect equipment and supplies.
3. Maintain discipline and enforce the Center’s policies and procedures.
4. Accurately maintain Center documentation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to interact effectively with youths during the summer camp program.
2. Ability to interact effectively with both adults.
3. Ability to clearly express ideas within groups.
4. Ability to accurately maintain records and prepare reports.
5. Ability to effectively follow oral and written instructions.
6. Ability to establish and maintain effective working relationships with associates and the community.

MINIMUM QUALIFICATIONS

High school diploma or equivalent

Salary

\$16.00 --\$18.00 an hour

Updated: 8/12/2022