Description of the Job:
The Recreation Aide assists with a variety of recreation activities and programs conducted for the public by the Parks and Recreation Division. This individual assists with the upkeep and maintenance of the facilities and equipment during the time in which activities are taking place. The Recreation Aide may also be assigned to perform various tasks at the City’s swimming pools and ball park concession stands. The Recreation Aide receives supervision from the Recreation Supervisor.

Essential Functions of the Job:
- Assist in the inspection of facilities prior to and at the close of any scheduled activity.
- Prepare for activities by examining equipment for safety, and ensuring that all equipment necessary for the activity is present.
- Supervise patrons and activities.
- Ensure proper safety measures during activity.
- Advise Recreation Supervisor of any problems or difficulties.
- Return equipment to the Recreation Supervisor at the end of the program.
- Balance a cash drawer and make change accurately.
- Prepare simple records to track cash receipts and attendance as needed.
- Provide customer assistance, and collect admission or registration fees.
- Answer telephones as needed.
- Assist in preparing pools for open and close, including cleaning.
- Other related duties as assigned.

Knowledge, Skills, and Abilities:
- Ability to meet the public pleasantly.
- Ability to work with children and adults.
- Ability to follow established routines and regulations.
- Ability to accurately handle cash/charge transactions, including making change and accounting for a cash drawer.
- Ability to work mornings, evenings, weekends, holidays and hours associated with private events outside of regular hours.
- Willingness to assume responsibility.
- Ability to be creative and supervise programs and activities.
- Ability to lift up to 50 pounds.
- Physical ability needed to perform the essential functions of the position.

Minimum Qualifications:
- Sixteen years of age by date of appointment.

Preferred Qualifications:
- A current CPR and First-Aid Certificate.
Hourly rate: $7.40/hr

CITY APPLICATION FORM REQUIRED AND MAY BE OBTAINED AT www.scottsbuff.org or at CITY HALL, 2525 CIRCLE DR., SCOTTSBLUFF, NE 69361. APPLICATIONS WILL BE RECEIVED UNTIL POSITIONS ARE FILLED.

PLEASE COMPLETE THE ENTIRE APPLICATION FORM!

An Equal Opportunity Employer, no discrimination on the basis of disability, only U.S. citizens and aliens lawfully authorized to work in the United States will be hired and all new employees are required to complete a verification form.

To be eligible to claim Veteran’s Preference under the provisions of Section 48-225 through 48-231 of the Nebraska Statutes, you must furnish a copy of honorable discharge (Form DD 214) at the time of filing this application.