

TOWN OF WARWICK

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JOB POSTING – RECREATION AIDE

FEBRUARY 4, 2025

There currently exists a job opening in the Town of Warwick. The position is for a Recreation Aide, which is non-competitive. This is a seasonal, part-time position at the Department of Public Works, working closely with the Recreation Director. Estimated timeframe of employment is mid-May through the end of August. Rate of pay is \$16.25/hour - \$18.00/hour.

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level recreation work involving responsibility for assisting in a variety of recreational activities, programs, events and caring for facilities and equipment while in use. Work is performed in accordance with specific instructions and under the direct supervision of a higher-level recreation or town employee. Does related work as required.

TYPICAL WORK ACTIVITIES: Assists in conducting programs or activities at a recreation center or other facility or location designated as a recreation area; Greets customers and participants; Assists in conducting socials, tournaments, games, dances and other special events or programs; Assists the referee or other officials at athletic events; Chaperon trips and other group activities away from recreation centers; Instructs younger participants in games and maintains order during these activities; Keeps records of attendance, activities, equipment, etc; Issues equipment, notes any defects and ensures repair of same; Lock and unlocks doors and gates, issues membership cards, collects tickets and admission charges, distributes refreshments; May balance money at the end of shift and make bank deposits when assigned; May maintain and prepare courts, fields, facilities and equipment; May assist and prep for special events; May schedule programs and events; May maintain inventory; May utilize standard office equipment such as calculators, cash register, copy machine and computer; May repair and paint equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the rules and regulations of several sports and games; ability to give simple instructions; ability to follow oral and written directions; ability to establish and maintain good working relationships with supervisors and participants; ability to stimulate and hold the interest of participants; dependability; physical condition commensurate with the demands of the position.

Lifeguard certification preferred; will train.

Interested applicants may apply directly to the Recreation Director, Samantha Walter, recreationdirector@townofwarwick.org . Position open until filled.