

JOB TITLE: ATHLETIC AIDE (SEASONAL)
DEPARTMENT: PARKS AND RECREATION/ATHLETICS

MUST MEET MINIMUM REQUIREMENTS:

Must be at least 16 years of age or older. Must possess a valid Picture I.D. and original social security card. Student must have two reference letters from school (teacher, principal, or guidance counselor). Some experience working with school age children in a recreational, day care, or camp setting preferred. Knowledge of rules and procedures of a variety of games, athletic sports, arts and crafts preferred. Must be comfortable working outside in summer conditions. Ability to communicate effectively both orally and in writing. Individuals under consideration for this position will be subject to a criminal background check. May be required to work up to 32 hours per week. Must attend all staff meetings, orientations and trainings. Performs duties under the general supervision of the Program Coordinator, Special Programs Manager and/or Center Manager. Requires flexibility and willingness to learn a variety of functional recreational skills. Extensive contact with youth and parents. Requires patience, tact, and willingness to respond to customer needs.

NATURE OF WORK: To assist in planning and implementing programs for athletic programs in parks including all team sports, and tournaments.

ESSENTIAL JOB DUTIES INCLUDE:

Serves as an assistant for athletic coordinators; manages daily operation of the park; meets with athletic coordinators and managers to stay informed of changes affecting operations; conducts or participate in workshops, designed to promote the athletic program; inspect area for cleanliness and complete and maintain records of team participation, and other relevant incident information. Performs other related duties as required. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and material of moderate weight (20-50 pounds). Some tasks require the ability to perceive and discriminate sounds, textures, and visual cues or signals. Some tasks require the ability to communicate orally.

SELECTION PROCEDURE:

Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

Clayton County, Georgia, is an Equal opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individual with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TO APPLY: Applications may be submitted on-line at our County Website until the position is filled.