

HELP WANTED ADS - RECREATION

City Recreation Departments advertise job openings for recreation aide and sports camp leaders on the city's website. Job seekers must read the job description for each job opening to learn:

- 1) Types of recreation activities that have job openings.
- 2) Job titles available.
- 3) Job duties.
- 4) Education, skills, and work experience needed (know as "qualifications").
- 5) Pay. Study the following from Careerville Recreation website to learn how to read online job descriptions.



CAREERVILLE RECREATION DEPARTMENT:

Classes and sports programs are offered year-round for children, teens, adults, seniors, and special needs persons. Activities include: team sports, individual sports, health, fitness, aquatics, therapeutic (healing) recreation, dance, crafts, and photography. Programs are low-cost for city residents and families.

THE FOLLOWING JOB TITLES ARE AVAILABLE NOW:



AQUATICS CENTER

- Cashier (\$11.75/hr)
- Lifeguard (\$13.25/hr)
- Instructor/Guard WSI (\$14.00/hr)
- Assistant Pool Manager (\$15.75/hr)

DAY CAMP

- Camp Aide (\$11.25/hr.)
- Camp Counselor (\$12.40/hr)

COMMUNITY CENTER

- Recreation Aide (\$11.25/hr)
- Gym Attendant (\$12.25/hr)
- Recreation Leader (\$15.00/hr)

SENIORS & SPECIAL NEEDS CAMPS

- Camp Aide (\$11.25/hr)
- Camp Counselor (\$11.25/hr)
- Senior Camp Counselor (\$15.75/hr)

Job Duties: We're looking for responsible people who enjoy working with youth, love outdoor activities, and want to encourage youth to succeed. **Job duties include:** 1) Assist in group recreational activities. 2) Referee and umpire games and sports. 3) Assist in teaching good sportsmanship. 4) Assist as chaperone at parties and field trips. 5) Assist to prepare areas for group activities. 6) Check out, collect, and store sports equipment and supplies. 7) Teach proper care of sports equipment. 8) Assist to keep records and make reports. **While performing job, the worker:** a) is exposed to outdoor weather conditions; b) may need to lift 25 pounds; and c) will work in areas where noise level is moderate to loud.

Qualifications:

- 1) 2 years of high school completed.
- 2) 500 hours of paid or volunteer work experience in **sports or recreation** such as participate in school, city, or church sports, clubs, events.
- 3) 3 letters of recommendation from school staff such as counselor, teacher, coach, administrator, office.
- 4) "C" average if in high school (copy of transcript required).



Language Ability: Ability to read and understand documents such as how-to-operate instructions; and rules governing sports. Ability to write simple reports. Ability to meet and talk tactfully (always doing right and speaking kindly) and effectively (accurately and successfully) with children, parents, and public.



Math Ability: Ability to add, subtracts, multiply, and divide using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to use common sense to understand and to carry out spoken instructions. Ability to deal to successfully deal with situations that require decision making skills.

Certificate & License: Depending upon job, the following may be required: a) Drivers License and clean driving record. b) First Aid & Cardiopulmonary Resuscitation (CPR) Certificates. c) Swim Instructor (BSI) Water Safety (WSI) Certificates. d) Scuba Instructor Certificate. d) Automated External Defibrillator (AED) Certificate.



How to Apply: Print out application from Careerville Recreation website. Use black ink to complete and sign application. Return application in person at Human Resources Office, 403 West Central Drive, Suite #105. Attach supporting documents to your application: resume; copy of certificates and licenses earned; copy of 3 letters of recommendation from school staff such as teacher, coach, counselor, administrator, office; and copy of transcript if in high school. You will be required to provide drug test and fingerprints.

QUICK CHECK:

- Where do Recreation Departments advertise job openings?
 - List 5 things that job seekers must read the job description to learn.
 - List 3 things known as "qualifications."
- Classes/sports programs are offered to what 5 types of persons?
 - List 5 activities offered.
- List your favorite job title in :
 - Aquatics Center.
 - Community Center.
 - Day Camp.
 - Seniors & Special Needs Camp.
- Why do you think:
 - Lifeguard get paid more than Cashier?
 - Recreation Leader gets paid more than Gym Attendant?
 - Camp Counselor gets paid more than Camp Aide?
- Of the 8 job duties, write down 4 job duties you would enjoy the most.
- While performing the job, list 3 things that the employee will experience. (a-c)
- How many years of high school is required?
 - How do you earn 500 hours of experience?
 - List 5 school staff who may write you a letter of recommendation.
 - What GPA is required?
- Define "tactfully."
 - Define "effectively."
 - Why do you think it is important for recreation workers to speak tactfully and effectively with children, parents, and public?
- Why do you think skills in math are needed?
- What do you use common sense to do?
- List 3 types of certificates that may be required.
- Where do you get the application?
 - What color ink do you use?
 - Where do you return application?
 - List 3 documents to attach.
 - List 2 things you will be required to provide.
- Give reasons why you **would or would not** enjoy a job in Recreation for your city.

