



## ***SEASONAL JOB POSTING March 2019***

**Position: Recreation Staff (Seasonal)**

**Dept: Parks**

**Position Responsibilities (include but are not limited to the following):**

- Responsible in planning and leading mobile recreation program activities
- Assist in the leading of various summer programs
- Answer phones in a polite and professional manner stating the office name and your name
- Register patrons for programs when needed
- Assist with planning and leading of events and programs
- Become familiar with programs offered by the Department
- Develop a working relationship with City staff
- Perform office duties as assigned
- Perform all other tasks as assigned by the Director and/or Assistant Director

**Knowledge, Skills, and Abilities Required:**

- Basic understanding of recreation
- Ability to plan and organize recreational activities without much direction
- Ability to work with the public in a manner which projects a positive image of the city
- Ability to operate basic computer applications
- Ability to problem solve
- Ability to work with children between the ages of 2-12 and adults

**Minimum Qualifications:**

**Education/Training:** Must be at least 16 years of age

**Working Conditions:** Office and outdoor setting

**Physical Requirements:**

- Ability to work in a wide variety of environment, including extreme heat and cold
- Ability to see within normal parameters and hear within normal range
- Ability to extend hand(s) and arms(s)
- Ability to stand for long period of time
- Ability to read and write
- Ability to push, pull, carry, and lift a minimum of 25 pounds

**How to Apply:** Applications/Resumes and professional references will be accepted online only at [terrehaute.in.gov](http://terrehaute.in.gov). Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

**Position(s) will remain open until filled.**