

**Position Title: Intermittent Recreation Aide - (Non-Benefit Eligible)**

**Starting Wage: \$7.25 - \$13.00 Per Hour (Range 999)**

<p><b>Application Deadline: Until Filled</b></p>	<p>An Online Application and testing (if req'd) must be submitted for each position by 11:59 p.m. on the deadline date (if applicable). Applications with missing information and testing will not be considered.</p> <p>Tests may be completed at the Topeka Workforce Center by appointment only. Call 785-235-5627 for scheduling. Test scores are valid for 2 years from test date. To view Job Postings and apply on line, visit our website at: <a href="http://www.snco.us/jobs">www.snco.us/jobs</a></p>
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For more information, call **(785) 233-8200, ext. 4435, Shawnee County Human Resources, 200 SE 7<sup>th</sup> St., Rm. B-28, Topeka 66603.**

**MINIMUM QUALIFICATIONS - These items need to be included on the Application:**

- Must be 16 years old.

*Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

**SPECIAL REQUIREMENTS:** After a conditional offer of employment, applicant must pass a pre-employment drug screen. Required to lift twenty (20) pounds.

**DEFINITION:** Under general supervision, this position will assist staff in supervising the use of recreation equipment and facilities. Performs other duties as assigned. This position is supervised by the Center Director.

**EXAMPLE OF DUTIES:**

- 80% Equipment and Facility Monitoring.** Supervises the use of recreational equipment and the facilities.
- 10% Customer Service.** Performs customer service skills such as: answering telephones, greeting visitors and outside groups using the facility.
- 5% Data Entry.** Collects a limited amount of money and enters computer registrations.
- 5% Maintenance.** Performs minor custodial and maintenance duties around the facility and other related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** Recreation activities and equipment; Federal, State and County laws, resolutions, rules and regulations.

**Ability to:** Establish and maintain effective working relationships with other employees and the public; Make simple arithmetical calculations; Keep order and enforce recreation center rules; Use computer software programs; Communicate effectively, both orally and in writing, using the English language; Interpret and apply Federal, State and County laws, resolutions, rules and regulations; Follow oral and written instruction; Operate various office equipment; Make change.