



PROGRAM AIDE

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Supervisor
or Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Senior Recreation Supervisor, Recreation Supervisor or Recreation Leader assists staff in implementing programming within recreation facility divisions for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Completes general office work such as filing, answering phones, etc.
- Assists with related clerical duties such as photocopying, faxing, filing and collating.
- Performs general maintenance of interior and exterior areas of facility, as directed.
- Runs errands, as assigned.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum 16 years of age is required.

PREFERRED EDUCATION AND EXPERIENCE

- One (1) year or more of experience in a related work environment.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Ability to obtain and maintain CPR, AED and First Aid certifications, as job assignment requires.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.



PHYSICAL REQUIREMENTS *(continued)*

- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Any other physical requirements as job changes.



BACKSTAGE CREW

PROGRAM AIDE

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Technical Director, Senior Recreation Supervisor

Approved: September 1, 2010
Revised: April 19, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Technical Director or Senior Recreation Supervisor, assists backstage at Town Hall Theatre for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for coordinating specific production elements backstage during all main-stage techs, dress rehearsals and performances.
- Assists the Production Stage Manager on all aspects of running each show.
- Oversees volunteer crew/cast on all main-stage productions.
- Installs and rigs all necessary scenery. During the show, provides the “first line of defense” for scenery or prop repair and lamp replacement, etc.
- May be responsible for wardrobe, scenery, props, sound and/or lighting.
- Assists with building scenery and props as needed.
- Present for all technical rehearsals and performances as crew.
- Meets regularly with supervisor to receive work assignments.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 17 years of age.
- One (1) year of demonstrated experience in related field.
- Any combination of training or experience which provides the necessary knowledge, skills, and abilities may be accepted.

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years of professional work experience in related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year of demonstrated experience in related field.
- Ability to obtain and maintain CPR, AED and First Aid certifications, as job assignment requires.
- Basic skills in technical theatre such as costumes, scenery, sound or lighting.
- Ability to meet deadlines.
- Specialized knowledge of costume design, construction, and stage make-up.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Demonstrated skills in public interaction.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.