



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.



BIRTHDAY PARTY ATTENDANT

PROGRAM AIDE

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Supervisor

Approved: September 1, 2010
Revised: August 9, 2016
Reviewed: August 9, 2016

JOB SUMMARY

Under general direction of Recreation Supervisor, supervises and administers birthday parties in accordance with the rules and policies of the Washington Township Recreation Center.

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.

- Assists parents in the supervision of the group.
- Must set up 30 minutes prior to the start of the first scheduled party (e.g. - balloons, tablecloth, plates, napkins, cups, cutlery, candles, matches, cake, ice cream and punch.)
- Sets up and takes down all tables and chairs.
- Monitors each party so that groups begin and end on time.
- Cleans and sanitizes after each party (e.g. - sweeping floors, washing/drying dishes and putting trash in the hallway for disposal.)
- Secures room after the last party, make sure all lights are turned out and the doors are locked.
- Reports to the Recreation Supervisor I the status of the birthday party supplies and the helium tank.
- 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.



BIRTHDAY PARTY ATTENDANT

REQUIRED EDUCATION AND EXPERIENCE

- Minimum 16 years of age is required.
- CPR, AED and First Aid certifications, within 90 days of hire.
- Concussion training, within 90 days of hire.

PREFERRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

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

- Possess CPR, AED and First Aid certifications, within 90 days of hire.
- Possess concussion training, within 90 days of hire.
- Must be organized, enthusiastic, prompt and reliable.
- Must exhibit maturity, respect and compassion.
- 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.
- Maintains concussion training.



BIRTHDAY PARTY ATTENDANT

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- 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.
- 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.