

CITY OF SEWARD
POSITION ANNOUNCEMENT
RECREATION ASSISTANT

The City of Seward is seeking applications from interested persons for the position described below. All applicants should turn in a completed application for employment, resume and cover letter to the City of Seward Personnel Office. This position will be open until filled.

The Recreation Assistant is a regular, full-time position, with benefits, starting at \$16.23/hr (R8.0A) DOE. This position is responsible for the front line customer service at various parks and recreation locations including the Sports & Recreation (S&R) division (at the AVTEC Gym), the Teen & Youth Center (TYC), the teen Rec Room (tRR), or other facilities or outdoor programs. Sometimes serves as Program Division's clerical staff needs for recreational staff who assists with division and department activities. Markets, staffs and assists in producing programs such as gymnasium activities, weight room programs, racquetball events or leagues, sports leagues and tournaments, races and Special Events such as Halloween Carnival, Christmas events, New Year's Eve parties, dances, etc. With supervision, may coordinate special events and festivals. With supervision, may program recreational and season classes for youth, teens and adults such as arts and crafts, holiday events, classroom activities or field trips. High school diploma or general education degree (GED) required. One year of general college courses desirable. One year experience working in an educational or recreational setting. One year experience working with the public. Experience in handling money, making change, writing receipts, depositing funds and simple report writing.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net.

The City of Seward is an Equal Opportunity/Affirmative Action Employer.