

### **Program Aide**

Work performed under continuous supervision in assisting Recreation Leaders in coordination, implementation, supervision and evaluation of Recreation programs. This includes games, special events and other recreational activities in a recreation area with all age groups.

**Closing Date: Open Until Filled.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare venue (s) to host activities and programs, both on-site and off- site.
- Ensure safety of venue and participants at all times.
- Drive the scheduled bus route daily, and ensure children are picked up and dropped off safely at the designated locations.
- Implements policies, procedures, rules and regulations and executes them as needed.
- Ensure programs run smoothly and handles any incidents that may arise including emergency situations and discipline problems.
- Maintains accurate and timely reports, submit all reports to supervisor.
- Ensures venues return to pre-program status at conclusion of activities.
- Survey s participants to obtain information on interest needs.
- Answers phone and other clerical duties as necessary.
- Keeps current on all department programs and dispenses general information to the public.
- Opens and closes facilities including all safety and security checks.
- Performs light maintenance and custodial duties.
- Lifts and transport tables, chairs, equipment, boxes, and other moderately heavy objects.
- Handles multiple tasks simultaneously in a noisy and busy environment.
- Leads groups of children and/or adults, both indoors and outdoors, for extended period of time.
- Afterschool Program: registers participants; assists students with their homework; sets up classroom; delivers snacks; gathers materials and equipment for use in implementing plans; submits weekly activity plans.
- Complies with established policies, procedures, and regulations of Recreation and Parks Department, the City of Pahokee Health Department
- Perform all other duties as assigned.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

### **Special Requirements**

Mandatory pre-employment physical and drug tests. Florida Drivers License required.

The City of Pahokee maintains a drug free workplace policy program, as established under the guidelines of the Federal Drug Free workplace Act of 1988 and Section 440.102, Florida Statutes.

### **Education and Experience:**

- High school diploma or GED.
- Minimum 1 year experience in a licensed child care/ day camp facility setting which includes direct contact with children.
- Ability to relate to children
- Must be at least eighteen years-old at the time of hire.
- Must be able to communicate clearly and effectively orally and in writing.

**Certificates and Licenses:**

- Valid Driver's and CDL License (must be valid the last 3 years with no DUI's).
- Current CPR and First Aid certificates by time of employment or within ninety days from the date of hire.
- Within one (1) year of employment, you must have completed the following DCF Trainings:  
The Thirty (30) Hour Training Requirement consisting of (a) Child Growth and Development, (b) Health , Safety Nutrition, (c) Child Care Facility State and Local Rules and Regulations, (d) Identifying and Reporting Child Abuse and Neglect, and (e) Behavior Observation and Screening.
- The Ten (10) Hour Developmentally Appropriate Module (Preferred- School Age Appropriate Practices).

**Inquires:**

Applications are available online at: [www.cityofpahokee.com](http://www.cityofpahokee.com)

Please submit a cover letter and resume to:

City of Pahokee

Human Resource Director

Jacqueline Ramsay

207 Begonia Drive

Pahokee, FL 33476

Email: [jramsay@cityofpahokee.com](mailto:jramsay@cityofpahokee.com)

Job Type: Part-time