

CITY OF KALISPELL  
AN EQUAL OPPORTUNITY EMPLOYER  
JOB VACANCY

**POSITION DESCRIPTION**

Class Title: **After-School Counselor/ Recreation Aide (Short Term)**  
Department: Parks & Recreation Dept.  
Location: Various school district facilities and city parks and fields  
Union: Non-Union  
Salary/Wage: \$8.55-\$9.15 per hour  
FSLA Status: Non Exempt  
Date: July 17, 2017

**A. GENERAL CLASS DESCRIPTION:**

Assist in supervising afterschool and recreation activities for youth ages 3-13 yrs. Provide quality service and maintain positive public relations.

**B. ESSENTIAL JOB FUNCTION & RESPONSIBILITIES:**

- a. *The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*
- b. *Note: It is expected that every employee should be on time, fully prepared, every day that they are scheduled to work. We expect employees to strive for perfect attendance.*

**Afterschool/Camp Counselor (70%)**

- c. Assist in implementing daily activities such as games, special events, physical fitness, arts and crafts, team building, outdoor skills, etc.
- d. Assist in maintaining a variety of records and forms such as permission slips, incident forms, and attendance records.
- e. Perform a variety of miscellaneous duties such as answering and making phone calls, taking care of equipment, and cleaning.
- f. Respond to public inquiries or comments such as questions and complaints.
- g. Respond to and take care of circumstances requiring first aid.

**Recreation Aide (25%)**

- h. Assist Recreation Superintendent and Recreation Programmer and in carrying out the functions of recreation programs.
- i. Lead activities such as sports, games and recreation programs by providing information to volunteer coaches and referring scrimmages.
- j. Keep recreation facilities clean and in order at all times.
- k. Work independently and be responsible for overseeing activities at designated locations such as parks, school facilities and areas for special events including weekends and evenings.
- l. Setting up for program activities and serving as an on sight assistant.

**Peripheral Duties 5%**

- m. Other duties as assigned

**C. SUPERVISION RECEIVED:**

Works under the supervision of the Recreation Superintendent, Recreation Programmer and

After School Supervisor.

**D. SUPERVISION EXERCISED:**

Supervises recreation participants ranging in age from 3-13 yrs.

**E. KNOWLEDGE, SKILLS & ABILITIES (KSA's)**

- a. Working knowledge of the equipment, facilities, operations and techniques used at the After School/Recreation program;
- b. Knowledge and Skills of First Aid and CPR;
- c. Skilled in operation of tools and equipment used by an Afterschool Counselor/Recreation Aide;
- d. Skilled in good verbal and written communication to deal positively and effectively with the public;
- e. Ability to have a genuine concern for the well-being and development of young children;
- f. Ability and fortitude to abide by and enforce rules, policies and procedures;
- g. Ability to be self-motivated with the initiative to carry out work assignments in a timely manner;
- h. Ability to effectively enforce safety and health regulations relating to After School/Recreation programs;
- i. Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public;
- j. Ability to orally communicate effectively;
- k. Ability to give and understand oral instructions;
- l. Ability to maintain calm in emergency situations;

**F. DESIRED MINIMUM QUALIFICATIONS (Education and Experience):**

- a. Experience working with children ages 3-13yrs. helpful;

**G. SPECIAL REQUIREMENTS:**

- a. Must have First Aid and CPR certification or the ability to obtain one upon hire;

**H. TOOLS AND EQUIPMENT USED:**

Phone, hand held radios, various sports and recreation equipment, TV, DVD, and portable music player.

**I. PHYSICAL DEMANDS:**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.
- c. The employee must occasionally lift up to 50 pounds and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

**J. WORK ENVIRONMENT:**

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- c. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

**K. SELECTION GUIDELINES:**

- a. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**POSTED: July 18, 2017**

**CLOSES: Open until filled**

**NOTICE!**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**

A CITY APPLICATION MAY BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1<sup>ST</sup> AVENUE EAST, KALISPELL, MONTANA
- THE KALISPELL JOB SERVICE, 427 1<sup>ST</sup> AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL’S WEBSITE AT: [WWW.KALISPELL.COM](http://WWW.KALISPELL.COM)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head/Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Hiring Authority

Revision Date: 07/17/2017