



# BRIGHAM CITY CORPORATION

## Job Description

<b>Title:</b>	Recreation Aide (part-time)	<b>Code:</b>	453
<b>Division:</b>	Recreation	<b>Effective Date:</b>	07/2010
<b>Department:</b>	Community Activities and Services	<b>Last Revised:</b>	
<b>Grade:</b>	41	FLSA Status: Non-exempt	
<b>Hiring Range:</b> \$14.73 - \$16.02 per hour (depending on qualifications)			
<b>OPENED:</b> January 28, 2020		<b>CLOSES:</b> February 11, 2020	

### GENERAL PURPOSE

Performs **clerical support and customer service** duties and assists with **special events**

### SUPERVISION RECEIVED

Works under the general supervision of the Recreation Supervisor

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Assists the front desk in answering and routing phone calls; taking and relaying messages and providing information to inquiring parties. Takes dictation at staff meeting and other meetings as assigned; Transcribes material into documents, letters, reports, memos, or other general correspondence; composes routine newsletters, brochures, flyers, press releases, informative notices, and drives marketing efforts. Maintains various program and activity files, records and documents; prepares meeting agenda and takes minutes.

Assures timely delivery of public notices, announcements, and other marketing materials as needed to afford target populations opportunity for participation.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; completes post-program evaluations to assure effectiveness.

Assists Recreation Supervisor in planning and preparing a calendar of activities, advertising, establishing, organizing and managing the recreational needs of various groups or categories of participants.

Establishes team rosters and produces team practice and game schedules.

Provides office coverage and telephone monitoring when required.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school or equivalent;
  - AND
  - B. One (1) year experience in recreation programming, coaching, officiating or related experience.
  
2. Knowledge, Skills and Abilities:
 

**Some knowledge** of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; rules and regulations of a variety of sports and

recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; the operation of personal computers and various software applications including spread sheets, word processing, etc.

**Ability to** establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; communicate effectively, verbally and in writing.

**Ability to** market events utilizing, flyers, posters, social media, etc.

3. Special Qualifications:

Must possess a valid state of Utah driver license.  
Required to supply own transportation.  
Regular and reliable attendance.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls, periodic exposure to outdoor conditions and weather extremes. Tasks require variety of physical activities, which may involve muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, i.e. talking, hearing and seeing essential to job effectiveness. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**EMPLOYMENT APPLICATION PROCEDURES:**

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2319500** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to [cjeppsen@utah.gov](mailto:cjeppsen@utah.gov). Registration and application available at website <https://jobs.utah.gov> for all qualified applicants

**NOTE:** All Brigham City employees (18 years or older) must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**