

JOB POSTING

Additional information and the application are available on the City's website www.cityoflewistown.com or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources by April 15, 2024.

CLASS TITLE: Recreation Specialist

ACCOUNTABLE TO: Director of Parks & Recreation

WAGES AND BENEFITS – The wage for this position is \$17.33 per hour. This position is a full-time position. Willing to consider flexible hours working between 20 to 40 hours a week. Health insurance is available for employees working over 30 hours a week. Benefits include paid vacation and sick leave, and retirement. A probationary period of the six months will be required. Hours will include evenings and weekends.

PRIMARY OBJECTIVE OF POSITION: Under general supervision of Director, performs maintenance of facilities and equipment as assigned. Helps plan, direct, supervise, and administer park and recreation programs. Work may be done at the civic center, parks, trails and the swimming pool.

ESSENTIAL JOB FUNCTIONS: This position will involve moderate to strenuous physical activity under adverse conditions. Must be able to lift 50 more with assistance, requires employee to bend stoop, climb, crawl, push, pull. Employee must have good finger dexterity for maintenance and repair as well as good close and distance vision. Basic computer skills.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Public contact is considerable and the use of communication skills is necessary. Performs a variety of janitorial and maintenance functions including but not limited to sweeping, mopping, window washing, snow shoveling, mowing grass. Performs a variety of minor repair functions throughout department including carpentry, plumbing, painting, electrical repair, and operate heating system according to policy. Help coordinate sports and recreation programs. Collect fees, enroll participants, and supervise facilities. Assist in promotion of recreation programs. Open and closes facilities and assigns room. Applies minor first aid and calls authorities in case of emergency and follows all safety regulations. Maintains and monitors inventory of supplies and equipment. Promotes interest and provides information regarding recreation programs to the public. Other duties as assigned.

SUPERVISION: May supervise seasonal and volunteer workers.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from High School or its equivalent. One year of experience in a maintenance or public service environment. Must have valid driver's license. Must be able to obtain a low-pressure boiler license.