



Eliot Community Service Department

1333 State Road - Eliot, Maine 03903

Heather Muzeroll-Roy, Director
Amanda Paradis-Saucier, KidsPLAY Director
Lindsay Jardine, KidsPLAY and ECSD Program Coordinator

Job Description

Job Title: Recreation Seasonal Position-Part Time
Department: Community Service
Reports To: Director

Qualifications: Applicants must be at least 18 years old

Requirements: Flexible work schedule to include mornings, evenings, and weekend hours. Valid Driver's License. First Aid and CPR Certification. *(May be provided by the Community Service Department if necessary).*

General Description: Must have an understanding of age-appropriate behavior and the ability to set limits to maintain safety. Ability to manage, supervise and positively motivate participants. This employee needs to be flexible, and enjoy working in a busy environment. *This is a non-union position, with limited benefits.*

Duties: *To include, but not limited to:*

- Responsible for the set up and supervision of a wide variety of activities/leagues/special events.
- Assist with completing school building use forms for programs/events.
- Conduct equipment inventory for programs.
- Produce department flyers and assist with marketing/social media for programs.
- Fill in for KidsPLAY as group leader *if needed* and/or as directed.
- Drive a 15-passenger bus/van when necessary.
- Assist with the maintenance and upkeep of all program facilities.
- Assist with customer service; i.e, meet and greets, answering phone calls, registrations and/or as directed.
- Promote and adhere to department and local government policies and guidelines.
- Other duties may be assigned by direct supervisor when necessary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approval

Date