



<b>Job Title:</b>	Rec on the Go Support	<b>Reports To:</b>	Recreation Manager-Special Events
<b>Department/Group:</b>	216 Festivals & Events	<b>Job Code:</b>	216.703
<b>Position Type:</b>	Seasonal, Non-Exempt	<b>Travel Required:</b>	Some
<b>Level/Salary Range:</b>	\$12/hr	<b>HR Contact:</b>	Jennifer Savage
<b>Date Posted:</b>	04.15.2024	<b>Posting Expires:</b>	Interviews within 48 hours; hiring immediately
<b>Posting URL:</b>	<a href="https://www.howellrecreation.org/jobsvolunteer">https://www.howellrecreation.org/jobsvolunteer</a>		
<b>To submit:</b>	Application		

**Applications Accepted By:**

**EMAIL:**

Email to: [jsavage@howellrecreation.org](mailto:jsavage@howellrecreation.org)  
 Subject Line: Rec on the Go Application

If you have questions regarding this position, please email Jennifer Savage at [jsavage@howellrecreation.org](mailto:jsavage@howellrecreation.org)

**Job Description**

**POSITION SUMMARY**

Under the supervision of the Recreation Manager-Special Events, directly supervises day to day Rec on the Go programs and assists the Manager in planning, implementing and organizing activities. Schedule will vary weekly from May to August but roughly 20 hours a week during the day, evening, and weekends.

**ROLE AND RESPONSIBILITIES**

- Provides guidance to the participants of the Rec on the Go program.
- Oversees activities and promotes good behavior and choices. If a participant is not following the guidelines of the program, support person will follow policy to correct the situation and notify the supervisor for corrective action.
- Coordinates and oversees day to day programing that includes cultural arts, physical activities, and special interest classes.
- Manages and supervises assigned operations to achieve goals within available resources.
- Assists in determining materials, equipment, facility, instruction needed for each activity or program and coordinates with other staff members.
- Perform a variety of miscellaneous duties such as setting up and tearing down the area for activities and events, custodial duties such as trash removal, wipe down equipment, restocking supplies and prepping the van for the activity. Miscellaneous duties include the ones listed but are not limited to those listed.
- Perform other duties as directed.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must be 16 years old to apply
- Current high school student or high school diploma or equivalent. Experience with youth, specifically school aged children preferred but not necessary. HAPRA, at its discretion, may consider an alternative combination of formal education and work experience.
- Highly positive and enthusiastic style capable of motivating others
- Excellent written and verbal communication skills
- Ability to follow directions and work independently to complete tasks or duties assigned

- Ability to assess situations, problem-solve and work effectively under stress within deadlines and changes in work priorities.
- Ability to work at times other than normal business hours and travel to other locations.
- Skills in operation of various recreational equipment
- Must have reliable transportation

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone and electronically, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in a variety of settings, and will need to be able to stand, climb, sit, stoop and kneel, use hands to handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodations will be made, as needed, for employees required to lift or move objects that exceed this weight. While performing the duties of this job, the employee might work in outside weather conditions. The typical work environment of this job is an open center or off site location setting where the noise level varies from quiet to moderately loud.

**ADDITIONAL NOTES**

None

Reviewed By:	Jen Savage/ Jordan Hilbrecht	Date:	02.09.2024
Approved By:	Tim Church	Date:	02.19.2024
Last Updated By:	Jennifer Savage	Date/Time:	04.15.2024