



POSITION ANNOUNCEMENT

Title: Recreation Aide – Before/After School Program

Hours: Before School Aide Monday-Friday 6:00 a.m. – 9:00 a.m.

The incumbent may be asked to substitute in the absence of a coworker. This may involve the following hours, Mon/Tues/Thurs/Fri 3:00 p.m. - 6:00 p.m. and/or Wednesdays 2:00 p.m. – 6:00 p.m. Additional hours may be available on Steilacoom Historical School District half-days and days closed.

Wages: \$15.11 - \$17.65/Hr. (2022)

Closing: Open Until Filled – (Start Date 1/3/2022 - posted 11/24/21)

Position Description: Supervise, monitor, evaluate, and assess program participants. Assist participants with managing homework (to include online assignments). Direct and participate in program activities to include: arts/crafts, sports, games, drama, and music.

Minimum Qualifications:

1. High school graduation/GED equivalent.
2. One year experience working with preschool/elementary age children in a structured program.
3. CPR and Basic First Aid Certification (*able to obtain within an agreed/specified period*).
4. Washington State Food Workers' Card (*able to obtain within an agreed/specified period*).

Prefer:

- Experience working with children in a preschool, before/after school program, or recreation program.
- Experience with the Civic Rec online receipting/registration system.

Physical Requirements: Frequent walking, running, standing, sitting, squatting, kneeling, pushing, pulling, and moving/lifting up to 30 pounds. Occasionally transport/set-up equipment tables/chairs. Frequent interaction with children in physical exercise, sports, and games. The incumbent must be able to traverse uneven terrain as some activities are conducted in an outdoor environment.

Terms of Employment:

- Must pass a background check.
- Incumbent may, on occasion, be asked to substitute for an absent employee.
- Must be fully vaccinated against COVID-19, unless, exempt for qualifying medical/religious reasons (*proof of vaccination required*).

Application Procedure: Applications are available online at www.townofsteilacoom.org/234/Employment (*fillable*) or may be obtained by calling the job line at (253) 983-2590. Submit a **resume and Town of Steilacoom application** to: Town of Steilacoom, Human Resources, 2301 Worthington Street, Steilacoom, Washington 98388 or email the application and your resume to micki.sterbick@ci.steilacoom.wa.us. Please note on the application the position for which you are applying. Those applicants whose qualifications most closely correspond to the Town's needs may be selected to appear before an interview panel.

The Town of Steilacoom is an Equal Opportunity Employer