

**JOB POSTING**

**Township of Middle**

**POSITION: RECREATION AID – FULL TIME**

**JOB DESCRIPTION:** <https://info.csc.state.nj.us/jobspec/02983.htm>

Township of Middle is seeking a full-time Recreation Aid for our Recreation Department. Due to significant interaction with staff and taxpayers, applicants must be enthusiastic self-starters with a positive attitude and desire to perform assigned tasks. Applicants must manage multiple priorities in a physically demanding, fast-paced environment, have strong attention to detail, strong verbal, and written communication skills. Recreation Aid is an entry-level job that follows flexible scheduling based on candidate availability.

**POSITION DEFINITION AND DISTINGUISHING CHARACTERISTICS:**

The Recreation Aide works alone or with other Recreation staff members in providing general assistance and support to assigned recreation programs and activities.

**EXAMPLES OF WORK:**

* Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks, and buildings; weeding, thinning, and cleaning flower beds and other grounds by hand or utilizing proper tools.
* Prepare facility (fields, rooms, etc.) for planned events, including but not limited to cleaning bathrooms, waxing and stripping gym floors with a floor machine, lining fields with paint machine.
* Ensure the facility is maintained and safety procedures are followed.
* Assists in providing on-site supervision of recreation program and activity participants.
* Order and maintain sporting equipment (balls, bats, exercise equipment, etc.). Sets up and issues equipment for recreational activities.
* Perform clerical duties, including registering participants and answering event inquiries.
* Provide first aid when necessary during events—complete reports for injury, accidents, and other incidents.
* All other duties as assigned.

**AVAILABILITY REQUIREMENTS:** Days, Evenings, Weekends and Holidays.

**EMPLOYMENT STATUS:** Permanent Full -Time Position

**CLOSING DATE FOR ACCEPTING APPLICATIONS: November 19, 2021**

*The Township reserves the right to interview candidates before application deadline.*

Applications can be downloaded at <https://middletownship.com/jobs/> or picked up at Township Hall. Please send completed applications, letters of interest and resumes to: Township of Middle; Human Resources; 33 Mechanic Street, CMCH, NJ 08210.

Please email completed applications, letters of interest and resumes to Vera T. Kalish at vkalish@middletownship.com. *No phone calls, please.*

*Township of Middle is an Equal Opportunity Employer.*