

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

NOTICE OF JOB OPENING

I. TITLE: Playground Assistant

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 36 Salary Range: \$11.00 - \$11.95 per hour

A. Permanent

D. Temporary

B. Full-time

E. Part-time

C. Seasonal

F. Benefits None

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS: May 4, 2020

V. WHOM TO CONTACT: A. FOR APPLICATION FORM: ledyardct.org

B. FOR RETURNING APPLICATIONS
Email or hard copy to the Mayor's Office

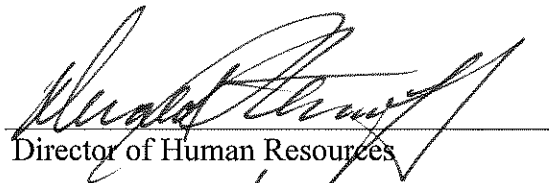
VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: March 23, 2020

Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

**TOWN OF LEDYARD
PARKS AND RECREATION DEPARTMENT
PLAYGROUND ASSISTANT**

NATURE OF WORK:

Performs a variety of skilled tasks within the operation of a playground program.

SUPERVISION RECEIVED:

Works under the direction of the Assistant Recreation Director and/or the Playground Supervisor and/or the Playground Leader.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

Assists in the organization, preparation and supervision of recreational activities, including games, sports, crafts and special events and field trips. Does related work as required.

**** The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.****

QUALIFICATIONS PROFILE:

- Oversees and interacts with children during games, crafts, trip, etc.
- Contributes to plans by leading and engaging in activities and games.
- Assists with planning by contributing ideas for games, activities and crafts.
- Reports to immediate supervisor and documents equipment, logistical or child safety issues immediately.
- Documents injuries and incidents and communicates them to supervisor.
- Sets up equipment and supplies for the day's activities.
- Cleans up facilities and puts away equipment at the end of the day.
- Disciplines campers as necessary with proportional consequences.
- Attends weekly meetings.
- Maintains confidentiality regarding sensitive child and co-worker issues.
- Communicates with co-workers throughout the day.

Knowledge, Skills and Ability

- Some knowledge of organized games, sports and free play.
- Some knowledge of arts and crafts, music and dramatic activities.
- Ability to maintain discipline and work effectively with others.
- Ability to follow both written and oral instructions.
- Must obtain First Aid and CPR Certification.

Experience and Training

Some knowledge of working with children and certification in First Aid and CPR.
Must be at least 16 years of age.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

PHYSICAL DEMANDS:

Must have the ability to perform the rigorous tasks associated with a playground program, including leading physical games, long bus trips and water related activities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

LICENCE OR CERTIFICATE:

None Required

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****