THE CITY OF PATERSON

Job Posting

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>RECREATION AIDE</th>
<th>Job Category:</th>
<th>Non - Competitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division:</td>
<td>PUBLIC WORKS/RECREATION</td>
<td>Job Code/Job ID:</td>
<td>03020/482</td>
</tr>
<tr>
<td>Location:</td>
<td>800 BROADWAY, PATERSON, NJ 07514</td>
<td>Travel Required:</td>
<td>LOCAL</td>
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<tr>
<td>Level/Salary Range:</td>
<td>$34,000.00</td>
<td>Position Type:</td>
<td>Full-Time</td>
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<tr>
<td>Contact:</td>
<td>Eugenia Byfield</td>
<td>Posting Period:</td>
<td>06/24/2022-07/12/2022</td>
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Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:
973-321-1325
hrinfo@patersonnj.gov

Regular Mail:
Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

Job Description

Role and Responsibilities

Under supervision, assists in organization, development, and personal leadership in recreation activities of all types; does other related duties as required.

Examples of Work

- Assists in the curriculum planning, organization, promotion and implementation of recreational programs and activities.
- Helps promote recreation programs of all types.
- Helps participants attain greater skills in and enjoyment from recreation activities.
- Helps set up and clean activity area to ensure it is neat and free of health/safety hazards.
- May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the recreation program.

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)*

Requirements

License: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Knowledge & Abilities

- Ability to assist in instructional tasks.
- Ability to establish and maintain effective working relationships with participants, associates, and the public.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.