



Position: Recreation Assistant III
Site Director: The Den Before and After School Program
Starting Salary: \$13 - \$15

 **Why the Manhattan Park District?**

If you are looking to work in a challenging, yet rewarding environment, the Manhattan Park District is for you! Under new leadership, the Manhattan Park District is looking to better serve the residents of this fast-growing community. With a growth rate of nearly 700 people per year, the Manhattan Park District is looking to expand its offerings and improve current services to those that call Manhattan home.

 **About the Position**

This position, under the supervision of the Recreation Supervisor, is responsible for: supervising before and after school programs, holiday camps, and early dismissal days; development, implementation and evaluation of recreation activities; supervision of part-time instructional staff; communication with parents and school administration; record-keeping and reporting. This position supervises and leads a team of part-time before and after school instructors.

 **Finding the right “Fit”**

We are seeking a new team member who possesses a positive attitude, effective communication skills, sensitivity to staff and community needs, outstanding customer service skills, a team mentality, open mindedness, ability to embrace change and spark innovation, creativity, integrity, trustworthiness, and passion and enthusiasm for serving the community through providing exceptional recreational experiences. This team member must have a true passion for working with children and their parents, must be self-motivated and accountable.

 **What you could expect**

This team member will operate in a professional and friendly school environment, where collaboration and teamwork are appreciated and expected. The Den Before and After School program takes place at Wilson Creek School, and school holiday camps take place at the Hansen Community Center. This team member must be available from 6 am - 9am and 3 pm - 6 pm on weekdays. Additional hours include early dismissal days and some school holiday breaks (excluding actual holidays). Although not required, the potential for additional summer hours is possible.

 **Is Education Everything?**

We value education and experience as well as the right fit! As a key member of our Recreation team, we require a high school diploma or GED, and prefer a candidate with 2-4 years of experience in education, recreation, childcare, program instruction, or a related field. We require AED/CPR/First Aid certification, but will provide training if necessary.

 **The “Fit” works both ways**

Are you looking to make a difference in an environment in which you will be both challenged and rewarded? Are you up to the challenge of growing recreational experiences from the ground up in a community that wants more from their Park District? Do you meet the competencies for this job and want to work with a like-minded team? If so, come join us and let's make Manhattan better together!

 **How to Apply:**

Please go to www.manhattanparks.org/career-and-volunteer-opportunities/ for a full job description and application. Please email Cover Letter, Resume and Application to moconnor@manhattanparkdistrict.com for consideration.