

NOTICE OF JOB OPENING

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Posting Begins	October 13, 2022	Posting Ends	December 21, 2022
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Position Title	PROGRAM AIDE
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Department	Parks and Recreation	Division	
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	New Position		Full-time		Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary	X	Part-time B	-20	Hrs./Week

Location of Position	Recreation Center
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BRIEF JOB DESCRIPTION: Responsible for providing routine programmatic support activities in a variety of programs across the Unified Government. Provide support and assistance with recreation programs and facilities. Duties might include: providing support and assistance in activities such as youth and adult activities and programs, after school programs, league activities, monitoring facilities, request supplies needed, scheduling activities; maintaining records; preparing routine reports, tracking participation and outcomes; registration; assisting with community outreach activities, and, performing clerical tasks.

MINIMUM QUALIFICATIONS: High School Diploma or GED and one year of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$15.03- \$18.32/hr.	PI #	2718	Class. Code	1415
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EXT 11/23/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY**