



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **RECREATION ASSISTANT**

**(PART-TIME)**

### **General Statement of Duties**

Participate in the setup/breakdown of athletic events, including races, tournaments, seasonal league games and specials events and will also assist tournament/event directors with all needs and requests. The incumbent will also be responsible for performing light maintenance on park equipment, including but not limited to lining softball/baseball fields, replacing soccer nets, etc. This position will also handle inquiries from the general public and event patrons. May have to work nights and weekends depending on business needs.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Provide customer service to patrons and customers.
- Ensure safety of participants/spectators and administer first aid when necessary.
- Enforce rules and regulations.
- Assist in light maintenance of facilities and recreational areas.
- May referee at various sports activities; provide services as timekeeper, scorekeeper, or linesperson at games.
- Assist with various recreational programs for all ages.
- Handle inquiries and complaints from the public.
- Assist with special events.
- May assist with supervising games and league play.

#### **Additional Job Duties:**

- Performs all other duties as required.

### **Recruitment and Selection Guidelines**

#### **Knowledge, Skills, and Abilities:**

- Recreational programming and instruction.
- Ability to establish and maintain effective working relationships with other employees.
- Safety awareness-Identifying and correcting conditions that affect employee safety, upholding safety standards.
- Customer focus-ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and the Town's needs.

### Physical Requirements:

- Must be able to perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate equipment hand tools, equipment, and perform skilled trades' tasks.

### Experience:

- No experience required.

The salary for this position is \$10.00 per hour. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf> The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [jeakes@selma-nc.com](mailto:jeakes@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes wither by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.