



# TOWN OF BLOOMFIELD

*Council-Manager Government Since 1941*

## **Reposted - Open Position** ***Senior Recreation Assistant***

**\$15.71 hourly**

Non-benefited part-time position in the Leisure Services Department approximately 6 to 15 hours weekly. Directly supervises the activities and use of facilities at the Community Center/Youth Center in the evening and on weekends. Responsible for opening and closing of Community Center/Youth Center on weekends.

### **Minimum Qualifications**

Must have a High School Diploma or GED with three (3) years recreation experience. One (1) year supervisor experience preferred. Must possess a current American Red Cross First Aid and CPR Certification and Blood Borne Pathogens (if current certification is expired must pass Town of Bloomfield's sponsored training).

### **Selection Process**

Candidates may be rated based on education, experience, and skills identified on the application and resume as they relate to the requirements of this position. Additional examinations may include computer skills testing, written subject matter tests, and/or oral interviews or may be a combination of any of the above.

### **Applications**

Town of Bloomfield conducts pre-employment drug testing.

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at [www.bloomfieldct.org](http://www.bloomfieldct.org) and **must be submitted to Human Resources along with a resume.** Applications are accepted by mail, in person or via e-mail to [sdaley@bloomfieldct.org](mailto:sdaley@bloomfieldct.org). Applications will be accepted until position is filled. **Previous Applicants Need Not Apply.**

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply.

Persons with a disability and who may need this information in an alternative format must contact Cindy Coville, ADA Coordinator at 860-769-3538 or at [ccoville@bloomfieldct.org](mailto:ccoville@bloomfieldct.org).

Reposted 12/14/21

## **Town of Bloomfield Job Description**

**JOB TITLE:** Senior Recreation Assistant  
**DEPARTMENT:** Leisure Services  
**REPORTS TO:** Assistant Director of Leisure Services

**SUMMARY-** Responsible for overseeing Community Center/Youth Center facilities and activities.

**SUPERVISION RECEIVED** – Works under the general supervision of the Assistant Director of Leisure Services. Exercises independent judgment over routine matters and is subject to review for conformance to general policy and procedures and results obtained.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** – include the following. Other duties may be assigned as necessary.

Directly responsible for the opening and closing of the Community Center.

Oversees and enforces Youth Center membership policies and procedures including issuances of membership cards.

Oversees use of the Youth Center by participants.

Maintains and prepares program activity and other necessary reports.

Inspects facilities, equipment and recommends maintenance and repair work.

Initiates emergency procedures in accordance with departmental procedures.

Coordinates and cooperates with non-department organizations using the Community and Park School outdoor facilities as instructed.

Enforce rules and regulation and town ordinances.

Responsible for preparations and sets up needed to support activities.

May oversee a specific program or special event as needed.

Performs related work when assigned.

Acts as first responder in medical emergencies to the extent of their training.

**SUPERVISORY RESPONSIBILITIES** – Directly supervises the activities and use of facilities at the Community Center/Youth Center in the evening and on weekends. Supervises regular supervisors as required. Responsible for opening and closing of Community Center/Youth Center on weekends.

**QUALIFICATIONS** – To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** – Must have a High School Diploma or GED with one (1) year recreation experience and one (1) year supervisor experience preferred.

**LANGUAGE SKILLS** – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens, programs participants or employees of organization.

**MATHEMATICAL SKILLS** – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY** – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** – Current American Red Cross First Aid and CPR certificate (if not currently certified must pass Town of Bloomfield sponsored training).

**PHYSICAL DEMAND** – 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

Revise 08/18