



**South Lyon Area Recreation Authority**  
**23333 Griswold Suite 100, South Lyon, MI 48178**  
**Office Phone (248) 437-8105 Office Fax (248) 437-4324**

## **Recreation Aide**

### **DESCRIPTION:**

This is a part-time position that will report to both SLARA Recreation Coordinators. This individual shall assist in the organization, implementation, and supervision of recreation programs, leagues, and special events for the South Lyon Area Recreation Authority. The Recreation Aide position will receive direct supervision and assignments from both SLARA Recreation Coordinator along with the Recreation Director. This employee must use proper initiative, discretion, and specialized knowledge in the attainment of desired objectives.

### **ESSENTIAL DUTIES AND RESPOSIBILITIES**

(NOTE: These examples are merely illustrations of the types of work that may be performed in this position and do not include all duties which may be assigned to this position)

- Assists in the planning, organizing, and supervision of youth and adult sports leagues, camps, clinics, programs, and special events.
- Assist in establishing league schedules, recruitment of volunteer coaches, and the formation of teams.
- Assist in the distribution of supplies, equipment, and other necessary materials to and from program venues.
- Assists in overall program evaluation
- Assist in facility set-up and supervision
- Supervise and fill-in for part-time staff when needed
- Assist in day-to day operations of the South Lyon Area Recreation Authority including participant registration and customer service.
- Performs related duties as assigned
- Serving as a liaison between the public and the South Lyon Area Recreation Authority.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D is required
- Experience working with the public including people of all ages.
- Knowledge of various team sports including but not limited to basketball, soccer, volleyball, and softball.
- Knowledge of office machines and functions with ability to learn recreation software programs
- Good oral and written communication skills
- Must be able to detect and report property or equipment defects
- Ability to work efficiently and pleasantly with all members of the public and other employees
- Must be available to work evenings and weekends (dates provided quarterly)

- Valid Driver's License and reliable transportation is required – Position must be able to attend programs at multiple venues.
- Ability to lift, set-up, or move program equipment weighing up to 50lbs.
- Ability to spend extended time on feet to effectively supervise recreational activities.

#### **ADDITIONAL INFORMATION**

This is a 22 hour per week position with the primary schedule being weekdays between the hours of 8 am and 4pm. Periodically this staff will be required to work on the weekends and evenings. This is a year-round position. Pay rate is \$15 per hour.