

Tuscaloosa County Summer Youth Employment Program

Job Title: Summer Youth Employment Program
Reports To: Appropriate Department Supervisor
FLSA Status: Non-Exempt, Part-Time Seasonal
Job Level: Level 1 \$9.25 per hour

SUMMARY

Summer Youth Employment Program is designed to develop job skills in Tuscaloosa County Youth between the ages of 16 - 21 years of age. Proof of current enrollment in school is required.

ESSENTIAL FUNCTIONS:

Playground Associate:

Assists with the supervision of recreational activities for children of all ages at neighborhood playgrounds. Provide a safe and structured playground atmosphere where participants are taught respect for the playgrounds and property. Develop leadership skills while training participants to cooperate with others in games and activities. Enforces rules and regulations of the playground in order to maintain discipline and ensures safety. Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Activity Center Associate:

Assist with day to day operations at PARA Activity Centers at the direction of the Center Manager to include answering the phone, filing, copying, data input, cleaning and set up as required.

Park Maintenance Associate:

Assist Park Maintenance Supervisor with daily operations of park maintenance.

Aquatics Associate:

Assists Aquatics Supervisors with daily operations at outdoor and indoor pools and splash pads.

Administrative Associate:

Assists in Administrative Office with answering telephone, filing, copying and data input.

Other Duties as Assigned.

QUALIFICATIONS

To perform this job successfully, an 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 be currently enrolled in school and be able to provide appropriate documentation.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with individuals, groups of customers or employees of agencies.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

PHYSICAL DEMANDS

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 stand, walk and sit outside under various weather conditions.. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision 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.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."

All employees are subject to random drug screens.