

## **TLPOA EMPLOYMENT OPPORTUNITY**

**3/11/2019**

### **Recreation Assistant**

**The TLPOA has the following employment opportunity available to qualified applicants. To apply for this opportunity, complete an application and submit it to Ada Gabler, TLPOA, 13 Treasure Lake, and DuBois, PA 15801 or e-mail it to [admin@tlpoa.us](mailto:admin@tlpoa.us). Applications may be picked up in the TLPOA Administrative office or downloaded from this website.**

This position is a Seasonal Full-time position.

#### **General Description:**

Under administrative direction, manages and supervises Treasure Lake's recreation facilities and community recreation programs for all ages. Provides administrative support to the Director, oversees a wide range of programs and services, and provides leadership to other departmental employees to carry out the department's mission. Assumes specific responsibilities, primarily, the safety and instruction of recreational activity participants.

#### **Requirements:**

The recreation assistant must demonstrate maturity, good judgment, the ability to effectively meet and deal with the public, and to handle stressful situations well. This position requires excellent verbal and written communication skills, must be vigilant to enforce all safety rules and procedures realizing that the safety and welfare of employees, property owners, guests and event participants is an essential responsibility of the position. Must be a self-starter capable of completing assignments and responsibilities with little or no supervision. The recreation assistant must demonstrate respect for and sensitivity to all children, parents, and staff, etc. in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc. The recreation assistant must be able to work a varied schedule including early afternoon, late afternoon, weekends and evening, and some holiday hours as required for the benefit of the department.

**Certifications and Licenses:** Preferred certifications include: Life Guard, CPR and First Aid.

***Possess a valid driver's license and clean driving record.***