

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

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DATE POSTED:
POSTED BY:
CLOSING DATE/TIME:

MAY 20, 2026
AMY BRANNEN
OPEN UNTIL FILLED

All applicants must submit an online application to be considered for the position. To apply, please visit <https://www.kentcountyde.gov/My-Government/Employment-Human-Resources/Employment-Opportunities> if you have any questions, please feel free to contact the Human Resources department at (302) 744-1918 or by email at hr.recruitment@kentcountyde.gov.

Department of Community Services
Division of Parks & Recreation
Classified, GRADE 2101
\$15.00/hour

RECREATION ASSISTANT

General Description

The purpose of this position is to provide basic customer, facility, and recreation program services at the County Recreation Center or other County facilities. The incumbent will work a flexible part-time schedule, which includes evening and weekend hours.

This position works independently with some initial supervision, developing work methods and sequences within specified procedures and work areas.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Direct visitors/participants to program areas;
- Inspect and set up recreation equipment;
- Distribute and account for program supplies (balls, etc.);
- Explain program/facility rules and regulations;
- Respond to requests for recreation program and related information;
- Assist with facility set up for special events/activities;
- Maintain floor surfaces as necessary for safety and remove hazards;
- Lock and unlock doors as needed;
- Provide general facility supervision and security;
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High school diploma or GED equivalent, excellent customer service skills, and knowledge of a gymnasium based sports/recreation environment, or any equivalent combination of education, training, and experience.

Additional Requirements:

Ability to learn recreation center procedures; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; ability to calculate, collect and account for program fees; ability to learn to operate computerized registration system; physical ability and stamina to maneuver sports equipment and standards; working knowledge of sports equipment and

standards; ability to interact well with people; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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.

- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Must be able to perform other physical activities.

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.

- Work is performed both indoors and outdoors, in varying weather conditions.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.