



Vacancy Notice

Recreation Assistant (Full time, non-exempt)

The Town of Hermon is offering an outstanding opportunity to join our team as the next **Recreation Assistant**. This position primary responsibility will be the Middle School – After School Program, Monday – Friday, 2p-6p. Additionally, the individual will support the Elementary School – Before School Program and Sports Programs as needed to comprise the full-time hours, which may include weekend hours. Hermon has a diverse community and excellent recreation program offerings to all ages and skill levels. Proven ability to oversee and deliver activities and programs for a broad range of participants. Specific technical instruction skills as required.

Town of Hermon offers complete pay and great benefits. Salary is commensurate with education, experience, certification and/or a combination of such.

Interested individuals may apply to the Town of Hermon, Attn: Recreation Assistant Search, 333 Billings Road, Hermon, Maine 04401 or via email to sfields@hermonmaine.gov. Submission deadline is October 4, 2024, 4pm.

Town of Hermon Job Description

Position Title: Recreation Assistant
Reports to: Recreation Director
Department: Recreation Responsibility
Status: Non-exempt

Summary: Under the direction of the Recreation Director, is responsible for the delivery and/or supervision of various recreational activities and services for the residents of the Town of Hermon.

Duties and Responsibilities:

1. Primary responsibilities will be the Middle School After School Program, Monday through Friday, 2p-6p.
2. Assist the Sports Programmer, as required, to support recreational sports programs during the week and weekend.
3. Assist the Elementary School Before School Program
4. Plans and delivers recreational program opportunities for Town residents.
5. Controls the use of and maintains Town recreational facilities and equipment.
6. Maintains records and prepares reports on program as needed.
7. Ensures the safety of participants in various programs and activities.
8. Assists in coordinating the use and scheduling of facilities for recreational use through the School Dept., Recreation Committee and other groups.
9. Oversees junior personnel as needed.
10. Directly supervises or delivers activities as appropriate.
11. Serves as a positive contributing member of the Town staff.
12. Other related duties as assigned and directed.

Background and Experience:

1. A minimum of six months of recreation program/organized sports experience or equivalent/training.
2. Proven ability to oversee and deliver activities and programs for a broad range of participants. Specific technical instruction skills as required.
3. Current CPR and First Aid certification.
4. Good interpersonal communication skills.

Additional Requirements:

1. Reliable transportation to/from activity site(s).
2. Good physical fitness level; average or above dexterity and agility.
3. Ability to lead a wide range of activities and lift a maximum of 50 lbs.
4. Working knowledge of recreational equipment set-up and operation as applicable.
5. Current vaccinations as require.

Effective: 09/20/2024