



INTERNAL/EXTERNAL JOB ANNOUNCEMENT

Program Aide - Part Time B Parks and Recreation Department \$8.05/hour, 19 hours or less per week

Enjoy a fun job while assisting in the planning and implementing of recreational program activities for participants of all ages.

The City of Kingman Parks & Recreation Department is seeking individuals to fulfill positions of Program Aides for our after school programs.

Program Aides are responsible for providing support services to assist in the implementation plans, policies, goals and objectives pertaining to the success of the program at hand. Day-to-day duties may include: supervising and interacting with participants, keeping records, setting up and breaking down of activities and facilities, monitoring participants and enforcing rules, maintenance and cleaning, and best of all - facilitating fun and safe recreational activities.

These positions are part-time and work with our after school, special events and summer programs.

Desired Minimum Qualifications:

Education and experience:

- Minimum of 16 years of age or older
- Some experience working with youth or adult programs

Special Requirements:

- Some assignments may require valid Arizona State Driver's License or ability to obtain one;
- Possession of Cardio-Pulmonary Resuscitation/First Aid or ability to obtain certification within 60 days of assignment to position.

**APPLY NOW: On-line application materials accepted through 5:00 p.m.,
October 30, 2015**

Employment Application and Job Description can be obtained on-line at www.cityofkingman.gov

City of Kingman

Human Resources
310 N 4th St.
Kingman AZ 86401
Phone: 928-753-5561
Website: www.cityofkingman.gov

Note Reference Examination: The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

Note Reference American Disabilities Act: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**