

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

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COMMISSIONERS
Dianne Ruhlandt
Craig Miller

PERSONNEL DIRECTOR
Donald E. Wood

LEISURE SERVICES YOUTH SERVICES AIDE

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for the full-time position of **YOUTH SERVICES AIDE**.

SALARY: Starting, \$12.04/hr, subject to yearly increase based upon contractually guaranteed pay rate). Medical, Dental, Vision, Life, and Retirement Plans are available. plus paid leave time and 13 holidays.

AMONG THE REQUIREMENTS: High School Diploma and some college preferred. May be substituted by experience. Minimum of (3) years of experience in community service, recreational programs or youth services. See attached job description for additional qualifications.

NOTE: A copy of your diploma, high school transcripts or G.E.D, as well as a copy of your driver's license (Chauffeur's preferred) must accompany your application.

Completed applications only will be considered for the position. Resumes in lieu of an application will **NOT** be considered. To obtain an application apply in person **Monday through Friday from 9:00 A.M. to 4:00 P.M.** or you may download our general employment application from our website, www.redfordtp.com. Send complete applications, along with the credentials listed above, to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD MI 48239

Or you may scan and email to personnel@redfordtp.com
(Faxes will NOT be accepted)

CLOSING DATE FOR FILING :

October 19th, 2018

THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER.

Redford Township Employees'
Civil Service Commission

Youth Services Aide

General Responsibilities:

Under the supervision of the Parks and Recreation Director will assist in planning, developing, promoting, implementing youth services programs and activities designed to meet the needs of the community as well as assist with various aspects related to Township parks and activities. Evening and Weekend hours are required.

Examples of Work:

Plans, implements, promotes and supervises youth within a variety of after school and summer youth program/camps, including designing lesson plans, activities and special events. Coordinates facility needs, communication with parent/guardians, materials and set up/tear down necessary to carry out youth programs.

Assists in the registration and administrative duties within the Leisure Services Office including, but not limited to, customer communications, preparation of flyers and advertising, assistance with bi-yearly Leisure Services brochure, administration with Facebook/social media.

Coordination with local school districts on youth programming needs and potential partnerships.

Actively seeks new youth programming for the community and Leisure Services Department through attending programming meetings and conferences to learn new and up and coming trends.

Assists in the summer food program including supervising sites, meals counts, meal orders, etc.

Assists in Township special events and activities including, but not limited to, dances, holiday events (bowl w/bunny, Santa brunch), Township festivals, and family fun nights.

Performs other duties as assigned.

Requirements:

Education:

High School Diploma and some college experience. May be substituted by experience.

Experience:

Minimum of (3) years of experience in community service, recreational programs or youth services.

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Knowledge of:

Common recreational and social needs of youth;
Office procedures, methods and equipment including computers and applicable software applications, including, but not limited to, Microsoft Office, BS&A, RecPro, and promotional advertising software.

Physical Demands and Working Environment:

Work is performed primarily in a standard office environment and at indoor and outdoor recreation facilities. Work includes travel to different locations and employee may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery and uneven surfaces and may be required to work extended hours including evenings and weekends.

Physically, functions require sufficient physical ability and mobility to work in an office and recreational facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; to operate cleaning equipment and machines; to travel to other recreation sites; and to verbally communicate to exchange information.

License or Certificate:

Possession of an appropriate, valid drivers license; chauffeurs licensed preferred;
Possession of, or ability to obtain, an appropriate, valid C.P.R/AED Certificate and Basic First Aid.