



# Employment Opportunity

## Recreation Assistant (full-time)

Hiring range (\$18-\$20/hr)

Non-FLSA Exempt (eligible for overtime)

**Benefits Summary:** Major benefits for Full-Time Regular Employees:

- 12 paid holidays per year
- Free employee and dependent coverage for medical, dental, vision and life insurance
- Pension and long-term disability through Arizona State Retirement System
- Supplemental benefits such as deferred compensation and additional life insurance

**Position Summary:** The Recreation Assistant is responsible for the youth and adult recreation programs as well as special events for Snowflake and Taylor. The recreation assistant reports directly to the Recreation Director. The schedule will be set based on specific program operations and functions. This is a full-time position and requires work on weekends and holidays.

**Job Functions:** The following list is not comprehensive; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Basic knowledge of computer skills which include Excel, Word, and knowledge of social media platforms.
- Proper phone etiquette and the ability to communicate effectively with the public of all ages and other employees.
- Work in an office setting, outdoors, and must be able to do physical labor which will require them to lift 50 pounds.
- Perform field and gym set-up and breakdown for multiple sports. Will also be required to measure and mark fields for multiple sports and community activities.
- Work Saturdays and evenings during sports seasons.
- Work during holiday weekends when the recreation department has events.
- Run and regulate youth and adult sports programs.
- Work in a safe manner, be willing to follow directions and be self-motivated.

The Town of Taylor is a drug-free work environment. The successful applicant must pass a background check and have a valid driver's license. Must be 18 years of age to apply.

Applications can be picked up at Taylor Town Hall at 425 Papermill Road Taylor, AZ 85939

or can be downloaded [here](#).

Applications can be submitted to Taylor Town Hall or emailed to [sara@tayloraz.gov](mailto:sara@tayloraz.gov).