

**Gulf Coast Trades Center**  
**Job Announcement**

**Position:** Physical Education Aide – Part-Time

**Position(s) Available:** (2) two

**Opening Date:** March 15, 2018

**Closing Date:** Until Filled

**Salary:** \$10.50 - \$13.00 Hourly DOE

**Status:** Non-Exempt

\*\*\*\*\*

**General Description:**

Provide individual and group recreational activities for students enrolled in the program.

**Reports To:**

Residential Supervisor

**Supervises:**

Residents

**Qualifications:**

- Must be at least 24 years of age.
- Must have a High School Diploma.
- Must have a valid Texas drivers' license and have their own transportation.
- Must pass drug screen and background check.
- Must be willing to drive a 15 passenger van.
- Preference given to applicants with experience in working with teenagers to develop a positive peer culture through teambuilding activities.
- Must have strong organizational skills.
- Must have a high level of computer literacy.
- Maintain up to date on training for CPR, First Aid, Lifeguard and Ropes certifications.

**Specific Duties:**

- Maintaining accurate records of activities.
- Coordinate recreation schedules, both on and off campus.
- Coordinate supervision for all activities scheduled.
- Arrange transportation whenever needed. Maintain the standards set forth by the policy and procedures of the organization.
- Inspections of equipment and structures assigned to them in order to maintain safety; maintenance issues must be reported and corrected in a timely manner.
- Supervision of students throughout the campus.
- Back up residential staff when the need arises.
- The ability to provide on-going planning for future construction of elements that will enhance the program overall.
- The ability to conduct teambuilding activities that take place on and off campus.
- The ability to assist in the development of new activities that will encourage participation and maintain student stimulation to participate.

**Contact:**

**Michelle Harris**

**Human Resources**

**Gulf Coast Trades Center**

**143 Forest Service Rd. #233**

**New Waverly, Texas 77358**

**[Jobs@gctew.org](mailto:Jobs@gctew.org)**

**Phone: (936) 344-7847**

**Fax: (936) 344-2386**