

Gulf Coast Trades Center
Job Announcement

Position: Physical Education Aide – Part-Time

Position(s) Available: (2) two

Opening Date: June 25, 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:

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Human Resources

Gulf Coast Trades Center

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