JOB ANNOUNCEMENT

WEST PLAINS

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as a **Recreation Assistant** for the Parks Department. This is a full-time, non-exempt position consisting of approximately 40 hours per week, evenings, and occasional weekends.

The ideal candidate regularly demonstrates our values of teamwork, commitment, learning, integrity, customer service and initiative while ensuring the smooth operation of the Parks Department recreational programs. The ideal candidate will primarily be responsible for coordinating logistics of the Parks Department athletic leagues and community events, while also performing some maintenance and janitorial tasks such as mowing, weed-eating, cleaning, and trash removal.

This position will work indoors and outdoors with moderate noise levels and will occasionally be exposed to extreme and/or adverse temperatures and weather conditions. There will be frequent walking, sitting, standing, climbing, stooping, crawling, kneeling, stretching, lifting, carrying, pushing, and pulling on even or uneven surfaces on a continuous basis, and candidate must be able to lift 50 pounds. The ideal candidate must have the ability to learn and operate the assigned equipment skillfully and safely and be equally comfortable working independently or collaboratively in a team environment with minimum supervision.

MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent.
- Basic knowledge of athletics, event planning, and the use of maintenance equipment such as mowers and weed eaters.
- Successful completion of a background check, pre-employment drug screen and physical evaluation required.

SALARY AND BENEFITS

- The Recreation Assistant has an hourly wage of $17.53 per hour.
- A comprehensive benefit package is also offered, which includes:
    - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
    - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting offer after 5 years.
    - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Critical Illness, Hospital Indemnity, and an Employee Assistance Program (EAP).
    - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall at 1910 Holiday Lane, West Plains, Missouri 65775. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug/alcohol screening, background investigation, credit check and medical examination.