

Job Description for the City of Hartford

Park Recreation Program Assistant

Position: Park Recreation Program Assistant
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Park Recreation Program Director

Job Summary

The Park Recreation Program is a 4-week summer program for area youths that runs in June and/or July each year depending on scheduling. The Park Recreation Program Assistant will be responsible for assisting the Park Recreation Program Director and Park Recreation Program Activities Coordinator with organizing, scheduling, and conducting activities for area youth. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Ability to work with groups of kids.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 15 years old as of May 31, 2026.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended for illustration of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Compensation

The starting pay shall be \$15.00 per hour. The pay rate of \$15.00 shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position.

Date: _____

Approved: _____

Employee: _____