

**DEPARTMENT HEADS AND DIVISION CHIEFS**  
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**PROMOTIONAL / EMPLOYMENT OPPORTUNITY**

Vacancy No.: 24-120-1

Title of Position: Operations Aide – Part-Time

Vacancy exists in the Parks and Recreations Department.

Salary Range: \$14.00 - \$20.06 per hour/19 hours work week

Date Posted: April 29, 2024

Deadline for Applying: May 13, 2024

Remarks: This is a Non-Union Part-Time Position

Examination Weight: 100% Education and Experience

Statement of Duties: Under the general direction of the Parks and Recreation Director, the Operations Aide will perform a variety of tasks that support recreational activities and the general wellness of Warwick Residents. Duties include but are not limited to:

- Providing assistance and support for events at Parks and Recreation facilities including Thayer Arena, McDermott Pool, the Cooper Building, and City Parks and Fields.
- Assisting with scheduling, sign-ups and providing general information to the public.
- Instructing, coaching, or leading activities consistent with the incumbent's qualifications and/or certifications.
- Performing related work as required by the Director.

Education & Experience: Applicant must be a high school graduate or possess a general education degree (GED); three months related experience, including customer service; or equivalent combination of education and experience.

SPECIAL NOTE: Applicants must possess a valid Rhode Island Driver's License. Driver's License check for last two years will be performed. Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>

**THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER**