

# STARPORT

NASA EXCHANGE JSC

## Starport NASA Exchange – JSC Recreation Aide Job Description

Position Title: Contract Recreation Aide Job Description (Part-Time)

Reports To: Sports and Recreation Manager

### General Summary

Starport NASA Exchange-JSC is looking for highly-motivated, active, and creative individuals to lead children typically in a group of 8-10 in a variety of recreational activities; to assist in the use of Gilruth Center and to enforce youth programming rules and regulations.

Starport Services is a quality-of-life program that directly supports the mission of the Johnson Space Center by providing a variety of support activities and employee services. Included are wellness programs, fitness and recreational services, food and vending services, retail operations, employee activities and convenience services.

### Times

Sunday-Saturdays (times varies between 7:15am – 10:15pm)

### Major Duties and Responsibilities

- Supervise youth ages 5-13
- Plan, conduct and instruct recreational activities such as sports, games, dance exercise, arts and crafts and other activities
- Participate enthusiastically in all activities including Parents' Night Out events, day camps, gym child care and special events
- Provide information and assistance to parents; explain center and program policies, procedures.
- Follow all Starport NASA Exchange-JSC rules, policies, and guidelines
- Document and report all behavior incidents, accidents and injury to supervisor
- Demonstrate a positive attitude through courtesy, service, cooperation, hospitality, sensitivity, and professionalism to program participants and parents
- Maintain health and safety standards
- Assist in maintenance and cleaning of center as needed
- Attend scheduled meeting and trainings
- Perform other duties as assigned

### Minimum Qualifications

Age:

- 18 years or older

Education:

- High school diploma or GED

Experience:

- A minimum of one (1) experience working with youth ages 5-13 in a recreation or childcare setting preferred

Licenses:

- Current CPR/AED and First Aid certification

Knowledge, Skills, Abilities and Other Characteristics:

- Ability to work well with children
- Desire to be a positive role model
- Ability to build relationships with program participants
- Able to maintain energy and enthusiasm throughout the day
- Ability to resolve conflicts in a professional, tactful manner
- Excellent interpersonal skills
- Excellent time management and organizational skills
- Able to instruct recreational program or classes in assigned area of responsibilities
- Secure safety of assigned area and identify potential hazards
- Communicate clearly and concisely, both orally and in writing

Must be able to pass NASA background check.

Salary: \$10.00 per hour

If you are interested in applying for this position, please submit your resume and application via email or fax to Samuel L. Miller Jr, Sports and Recreation Manager.

Phone: 281-483-0317 | Email: [samuel.l.miller@nasa.gov](mailto:samuel.l.miller@nasa.gov) | Fax: 281-244-0575