



Recreation Center Attendant

DEFINITION

Under general supervision, perform various duties relative to Recreation Center operations. General responsibilities may include cashiering, overseeing usage and cleanliness of facility, caring for children from 3 months through 7 years, and overall customer service.

SUPERVISION RECEIVED

Reports to the Recreation Supervisor or designee in charge of the assigned program.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Cashier Assignment

Receive money for Recreation Center passes, equipment rental, etc.

Answer telephone; operate public address system.

Interact with customers and other staff.

Complete general office functions (i.e., make reservations, registrations, etc.).

Monitor Assignment

Perform equipment/facility setup, as well as post activity cleanup.

Coordinate and oversee patron activities within specific areas of the Recreation Center.

Interact with customers and other staff.

Perform general maintenance (i.e., changing lights, fixing ceiling tiles, etc.).

Nursery Assignment

Supervise the activities of children between 3 months and 7 years of age.

Clean and maintain the nursery.

Check children in and out of nursery and assign appropriate charges.

Lifeguard Assignment

Enforce pool rules and maintain discipline in pool area.

Perform rescue and emergency activities as required.

Monitor all areas of the pool and wet room area.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Cashier Assignment

Knowledge of arithmetic and cashiering.

Ability to operate a computer.

Monitor Assignment

Ability to learn equipment/facility setup activities and appropriate recreational activities.

Ability to properly maintain assigned areas.

Nursery Assignment

Ability to learn nursery setup and appropriate nursery activities.

Ability to maintain nursery.

Ability to discipline children with kindness and understanding without resorting to corporal punishment.

Lifeguard Assignment

Knowledge of lifeguarding techniques.

Possess physical conditioning required to effectively perform duties.

All Assignments

Ability to follow oral and written instructions.

Ability to perform assigned tasks properly and efficiently.

Ability to communicate on a daily basis through an intercom or microphone system.

Ability to distinguish varying levels of cleanliness and take necessary measures to ensure a clean environment (by mopping, sweeping, hosing down, shoveling, cleaning windows, vacuuming, polishing tables, etc.).

Ability to establish and maintain effective working relationships with co-workers and the public.

Knowledge and principles of customer service.

MINIMUM QUALIFICATIONS

Training:

Any combination of education, training, and experience that would provide necessary public contact skills (and cashiering experience for the cashier assignment).

Age Requirement:

Must be 15 years of age or older.

License or Certification:

Possession of valid CPR and First Aid certificates.

Possession of valid lifeguard training certificate (for lifeguard position).

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to stand, walk, stoop, crouch, and twist; work with hands above shoulder height with up to 40 lbs.; work with arms extended at shoulder height with up to 20 lbs.; lift or carry 50 lbs. or less and push and/or pull heavy weights (over 75 lb. weights) on a regular basis.

Effective date: June 19, 2007

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