JOB DESCRIPTION

RECREATION ATTENDANT
ACTIVITY CENTER
PART-TIME (YEAR ROUND)

Class Number: 1
Department: Activity Center
FLSA Status: Non-exempt
Range Hourly Rate - Low ($7.75)

DEFINITION

Under direct supervision of Recreation Program Coordinator at the Activity Center. Perform minor administrative duties and ability to work with computer software designated to handle registration and fee collection for pass holders, class participation and recreational leagues or tournaments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provide positive and enthusiastic customer service to all participants, members and guest both on the phone and in person; provide assistance and information to citizens regarding recreation programs, activities, and events.

2. Performs cashiering functions receipting of daily cash activity, receipts, deposits. Use of Point of Sale software to handle concession sales.

3. Works as a team member and conduct oneself at all times in a manner of professionalism that aligns with the values, philosophies, and standards of the facility. This includes wearing facility approved attire and nametag.

4. Provide assistance with arrangement of equipment, supplies, chairs and tables in designated rooms or other areas for scheduled classes, events, and/or meetings.

5. Demonstrate proper methods of equipment storage and cleaning to safeguard facilities and equipment. Keep work area neat at all times.

QUALIFICATIONS/GUIDELINES

Knowledge, Skills and Abilities

Ability to effectively communicate with the general public and co-workers. Ability to establish and maintain relationships with co-workers and supervisor, and the general public. Demonstrate basic knowledge of the English language and be able to read and understand both written and oral communication.

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Education and/or Experience

High School diploma or general education degree (GED) preferred. Valid Tennessee Driver's License. Current certification in First Aid and CPR, or the ability to obtain within six (6) months of hire date.

SPECIAL REQUIREMENTS

Must have a flexible schedule, ability to work morning, evening and weekend shifts. Attendants are strongly recommended to be in good physical condition.

ESSENTIAL ELEMENTS

Physical Demands

Ability to lift, push and pull large equipment while on duty. The activity position may require carrying, moving, hauling, loading, etc. of equipment weighing in excess of 25 pounds.

Work Environment

Considerable work with public and staff; verbal, face-to-face and telephone contact.

Dated 12/2015