

RECREATION CENTER ATTENDANT

General Statement of Duties

The Recreation Center Attendant is responsible for performing a wide variety of work to ensure that the Recreation Center is accessible and functional to residents in the evenings and weekends. This position performs administrative work at the front desk to register and check-in participants for programs, camps or events, as well as working throughout the building to ensure the appropriate setup or equipment is prepared for the scheduled program, event or private rental.

Distinguishing Features of the Class

Under general supervision, conducts functions ensuring effective operation of recreation facility; prepares facility for use; works with users during events; cleans and may rearrange facilities following events and programs; registers participants for recreational programs and events; assists with light maintenance of facility; provides support to supervisors; and performs other duties as required. Duties also include supervising rental facilities when full-time staff is not present, set-up and break-down of tables and chairs for meetings and events, perform light maintenance tasks, and provide customer assistance to renters and program participants. General supervision is provided by a Recreation Facility Manager.

Illustrative Examples of Work

Opens and closes facility for scheduled functions and activities

Performs set up and take down of equipment such as tables, chairs and athletic equipment as needed.

Provides staff support for special events or tournaments

Issues athletic and recreational equipment

Ensures equipment is returned in proper condition

Provides for the needs of the user/renter of the facility

Performs light maintenance as needed- including litter pick up, light janitorial work, sweeping and emptying trash receptacles; reports any damages or repairs needed

Provides customer service, answers the telephone, gives out information regarding the facility schedule, and answers questions regarding a variety of Recreational activities

Collects user fees, checks members into various activities

Performs related duties as assigned

Follows and enforces facility rules and policies at all times

Knowledge, Skills, and Abilities

Knowledge of Recreational programs and activities offered by the facility

Ability to demonstrate basic customer service

Working knowledge of arithmetic and its uses in general office work and record keeping

Ability to communicate effectively both verbally and in writing in English

Ability to establish and maintain effective working relationships with the general public, supervisors, and employees.

Ability to enforce rules and policies

Ability to compile information based on general instructions.

Employee must become familiar with and enforce safety rules and procedures and regulations regarding the use of facility

Ability to demonstrate basic computer operations

Ability to keep records and prepare reports

Employee must learn and utilize new technology and systems used by the department

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The worker is subject to both inside and outside environmental conditions and to contact with potentially infectious bodily fluids.

Desirable Education and Experience

Must be professional, organized and have experience in customer service. Must possess the physical ability to set up/move equipment, and efficiently use the registration system to assist participants. Must be able to work with limited on-site supervision.

Prior work experience dealing with the public and recreation setting is desirable, as well as general operational experience with tournaments or events

Special Requirements

Possession of basic first aid and CPR certifications

Fair Labor Standards Act (FLSA) Status

Exempt

2024