



DATE	February 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Recreation Attendant
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Varies

SUMMARY: Responsible for assisting in the daily operations of the recreation center including but not limited to; checking members into the facility, handling membership transactions, opening and closing the facility, cleaning equipment, training and assisting part time recreation attendants, and ensuring a clean and safe environment.

ESSENTIAL JOB FUNCTIONS:

- Provides public information about City of Carrollton activities. Registers people for classes and athletic events and assists in maintaining registration filing system.
- Takes reservations for rental rooms and racquetball courts; obtains approval for after hour room reservation and provides proper room use information and policy expectations to user and checks each room prior to and after use.
- Receives fees for equipment usage, reservations, memberships, daily guest fees for residents and non-resident, class registration and special events.
- Process credits, refunds and transfers for classes, rentals and memberships. Acquire and apply software registration system, run reports and rosters.
- Upkeep and daily cleaning of cardio and weight room equipment. Performs custodial duties, sweeping, mopping, picking-up trash, etc. as needed.
- Assists in resolving participant complaints by recording complaints and referring to appropriate source, settles disputes arising between participants.
- Aide Coordinator as directed by entering classes, running reports, and perform other duties as assigned.
- Assist Coordinator in purchasing items for the facilities, employee schedules, check request, refunds, facility maintenance issues, etc.
- Attend meetings as assigned by Leisure Services Supervisor or Coordinator.
- Performs other functions as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Knowledge of basic mathematics.
- Knowledge of RecTrac software.

- Knowledge of recreation policies and procedures.
- Skilled in public/employee relations and problem solving, ability to make sound decisions quickly and efficiently.
- Skilled in operating standard office equipment such as computer, cash register, copy machine, fax machine, ID card system, sound system, etc.
- Ability to enforce recreation policies and procedures.
- Ability to explain and promote programs, memberships and special events to the public and maintain cooperative working relationship with other employees and instructors.
- Ability to communicate effectively both verbally and in writing.
- Ability to comprehend and follow written and verbal instructions.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Six months customer service experience.
- CPR Certification, AED Training Certification, and First Aid Certification within six months.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Work is typically performed in a standard office environment. Depending on area of assignment, may occasionally work outdoor in outdoor environments, with potential exposure to adverse weather conditions.
- Sits for extended periods of time while performing daily duties such as recording fees, reserving rooms, etc.; stands, bends and walks while distributing supplies, equipment and checking rooms.
- Must be able to lift at least **50 pounds**. Lifts and moves equipment such as tables, chairs, bleachers, mats, nets, etc.

CONDITIONS OF EMPLOYMENT:

- Must be able to work varied schedules days, evenings and weekends.
- Must pass pre-employment drug screen.
- Must pass Criminal History Check.
- Must possess a valid Texas Class C Driver's License.
- Must pass a Motor Vehicle Record Check.
- Must possess or obtain CPR/FIRST AID card and obtain AED Training within first six months.