DATE	August 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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

SUMMARY: Responsible for performing recreation activities related to registering patrons for classes and performing routine problem resolution. Prepares deposits and reconciles drawers. Work requires close supervision (although most tasks are so routine that little supervision is required).

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of clerical activities in support of office operations, which may include: inputting information into databases; preparing promotional flyers and related items; answering phones; filing; maintaining calendar of events; entering information into databases, websites, and/or other applicable tracking system; and/or, performing other related activities
- Receives and processes recreation program registrations, memberships, and facility reservations, which involves routine bookkeeping activities, which may include: balancing cash register; maintaining petty cash; operating the cash registering; completing receipts; handling cash; processing refunds; printing membership cards and day passes; processing class transfers; and/or, performing other related activities.
- Responds to requests for information, complaints, and/or other related issues from the general public.
- Participates in the daily operations of assigned facility, which may include: organizing equipment, rooms, storage, and office areas; distributing and collecting gaming equipment within applicable facilities; setting up facilities for classes and/or special events; cleaning public areas; monitoring and maintaining inventory and supplies; and/or, performing other related activities.
- Prepares a variety of paperwork, rosters, reports, and simple statistics related to daily activities.
- Monitors patrons utilizing recreation facilities. Identifies and resolves potentially hazardous situations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern office equipment;
- Skilled in performing basic bookkeeping;
- Skilled in handling cash;
- Skilled in providing customer service;
- Skilled in performing routine cleaning and maintenance activities;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

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

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, crouching, lifting, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- 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.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.