



DATE	June 2017
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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

SUMMARY: Responsible for assisting in the daily operations of the Parks and Recreation Department including but not limited to; work at various locations throughout the City, set-up and clean-up for events, assist in planning special events, assist with front desk operations at Recreation Centers, cash handling and program and event transactions, cleaning equipment, training and assisting part time recreation attendants, and ensuring a clean and safe environment.

ESSENTIAL JOB FUNCTIONS:

- Aide Coordinators and Supervisors with event planning, execution, set-up, clean-up and wrap-up meetings.
- Aide Coordinators with research for potential vendors, sponsor and community outreach.
- Assists with onsite event reservations and registrations; screens and processes vendor application and provides proper use information and policy expectations to user and checks each event space prior to and after use.
- Upkeep, organization and cleaning of event equipment and supplies. 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 running reports, and perform other duties as assigned.
- Assist Coordinator in purchasing items for events, check request, refunds, facility and park maintenance issues, etc.
- Drive City vehicle to various locations to assist with event marketing and planning.
- May be required to receive fees for equipment usage, reservations, memberships, daily guest fees, class registration and special events.
- Provides public information about City of Carrollton activities at special events. May require some registration classes and events and assists in maintaining registration and event filing system.
- Process credits, refunds and transfers for programs and events. Acquire and apply software registration system, run reports and rosters.
- Attend meetings as assigned by Leisure Services Supervisor or Coordinator.
- Performs other functions as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in event planning and execution.
- 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 and event experience.
- CPR Certification, AED Training Certification, and First Aid Certification within six months.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Work is not typically performed in a standard office environment. Depending on area of assignment, mainly work will be in outdoor environments, with potential exposure to adverse weather conditions or driving to various locations.
- Sits for extended periods of time while performing daily duties such as recording fees or filing, following up on phone calls for reservations or event vendors, etc.; stands, bends and walks while distributing supplies, equipment and checking park and event locations.
- Must be able to lift at least **75 pounds**. Lifts and moves equipment such as tables, chairs, bleachers, large boxes, mats, nets, etc.

CONDITIONS OF EMPLOYMENT:

- Must be able to work varied schedules days, evenings and weekends – most Saturdays will be required year round.
- 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.