

RECREATION CENTER ATTENDANT (Seasonal)

Incumbent:	Vacant
Classification:	Unclassified
FLSA Status:	Non-exempt
Pay Range:	Per part-time, intermittent/seasonal pay ordinance
Department:	Parks and Recreation
Reports To:	Recreation Program Coordinator
Supervises/ Oversees:	None

NATURE OF WORK (narrative)

Under the immediate supervision of the Recreation Program Coordinator, this position is responsible for monitoring a variety of recreation activities at the Recreation Center including classes, leagues and rentals. This position is also responsible for the overall cleanliness and look of the Recreation Center, safety of the participants and maintaining a positive and healthy environment.

ESSENTIAL FUNCTIONS

1. Serve as a representative of the City of Delaware; demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees and the general public.
2. Monitoring various activities in the gym as well as monitoring rentals and/or classes.
3. Responsible for the day to day cleanliness of the Recreation Center.

ILLUSTRATIVE EXAMPLES OF WORK

- Assist in enforcing City and Recreation Center policies.
- Issuing and monitoring the return of athletic equipment.
- Compiling simple written records related to assigned programs or facilities.
- Follow and enforce applicable safety rules and regulations related to the use of equipment and/or facilities.
- May assist with various programs including supervision, coaching, umpiring, refereeing, scorekeeping and related activities.
- Occasional assistance during recreation functions and special events.
- Set-up and break-down of volleyball nets, tables, chairs etc.
- Sweeping gym floor before and after games.
- Empty trash cans and mop floors when necessary.
- Lock and unlock facilities.
- Work cooperatively with the aquatic staff.
- Supervise skate park activity, when necessary.
- Pass out brochures, flyers and program information to patrons upon request.
- Performs other related duties as required.

SKILLS

- Skilled in greeting and assisting the general public in a professional manner.
- Skilled in interacting with people of different social, economic and ethnic backgrounds.
- Skilled in following verbal and written instructions.

KNOWLEDGE

- Knowledge of City and departmental policies and practices as they relate to performance of the job (after training).
- Knowledge of good English and mathematics.
- Knowledge of equipment used in recreational and sports programs.

ABILITIES

- Hearing and speaking ability sufficient to communicate with other individuals in person and over the telephone.
- Ability to work a flexible schedule which will include evenings, weekends and holidays.
- Ability to lift 50 pounds.
- Ability to work independently within established guidelines.

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS

1. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed above.
2. Must possess a valid Ohio driver's license at the time of employment and continuously throughout the term of employment.
3. First Aid and CPR certified or the ability to obtain certification within 60 days of hire.
4. Must be able to lift 50 pounds.
5. Must be honest, dependable and trustworthy and meet acceptable attendance requirements which include arriving on time, working entire scheduled-shift and complying with Department call-in, notification procedures.
6. Must be able to work flexible hours, including evenings, weekends and holidays.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class.

The City of Delaware is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Created: November, 2008

Revised: January, 2010; reclassified from PPT to seasonal.