

## RECREATION CENTER ATTENDANT

GRADE 22

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs intermediate skilled work assisting with facility operations and coordinating activities/programs; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Answering telephone; greeting citizens; providing information on programs and activities; registering patrons; preparing and maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Registers patrons for programs; rents park and recreation facilities to the general public; receives receipts and accounts for various program fees and revenues; prepares deposits.
- Opens and closes facility; sets up for various programs and events; restores facility after events.
- Informs the public about the various programs the department offers; responds to inquiries about the County, surrounding areas, public events, civil offices, businesses, places of historical interest, etc.
- Supervises patrons at community center or museum; enforces facility rules and policies; ensures patrons' compliance with operating procedures and safety/security standards.
- Oversees community service workers; performs and oversees custodial functions to maintain facility cleanliness and program readiness.
- Assists program instructors.
- Assists with facility and program promotions.
- Receives and processes incoming and outgoing mail; performs general clerical tasks including answering telephone, making copies, sending and receiving faxes, filing documentation, etc.
- Enters a variety of information into computer system; prepares and/or completes various forms, reports, correspondence, logs, supply requisitions, daily cash transmittals, cash reports, accident reports, incident reports, attendance records and other documents.
- Contacts vendors to arrange set up; place orders.
- Participates on assigned teams.
- Achieves annual training goals.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of park and recreation activities; general knowledge of the tools, materials and equipment used in recreation facility maintenance; general knowledge of the methods and practices of community center and recreation activities and programs including knowledge of the equipment and techniques, relevant rules and regulations of recreation and athletic programs for children, youths or adults; ability to enforce rules and regulations to ensure that activities are conducted in a safe manner; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, program participants and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from high school and some experience in recreation facility management.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of First Aid, CPR and AED certifications.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.