

City of Cordova Position Job Description

Part Time Recreation Assistant

SUPERVISOR: PARKS AND RECREATION DIRECTOR

CLASSIFICATION: PART-TIME, HOURLY, IBEW BARGAINING UNIT, FULLY BENEFITTED.

WAGES: \$19.93 – 23.32 HOURLY, DOE

HOURS: 20 HOURS PER WEEK. FLEXIBLE SCHEDULE WITH POSSIBLE SATURDAYS.

SUMMARY

Under close supervision, the Recreation Assistant provides customer service to patrons and performs routine problem resolution in assigned location. This is a part-time position working approximately 20 hours per week, including possible weekends.

GENERAL STATEMENT OF DUTIES

Performs reception and operations work in support of the Bidarki Recreation Center and Bob Korn Memorial Swimming Pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Greets customers and responds to both phone and in person inquiries regarding department activities at all Parks and Recreation facilities. Enforces rules and regulations and monitors security of facilities
- Receives and processes recreation program registrations, memberships, and facility reservations.
- Operate cash register, balance cash register, complete receipts, handle cash, ensure cash drawers and deposits are properly accounted for after each shift; Maintain security of cash and keep accurate records of monies and transactions.
- Set up, tear down, and cleanup for recreation, athletic and special event programs, and activities on and off site.
- Assists in the delivery of recreations and activities as assigned.
- Participates in cleaning/maintaining recreation facilities and equipment for area of assignment; sweeps and mops floors; performs vacuuming and dusting; cleans windows; empties trash.
- Being alert and attentive to any situations taking place in the facility including emergency situations. Initiates CPR and first aid to include the proper use of the Automated External Defibrillator (AED) as necessary.
- Liaises with other P&R Department staff regarding maintenance of equipment and facilities.
- Attends in-service training and maintains required certifications.

MINIMUM QUALIFICATIONS

- A. First Aid, CPR & AED Certification, or must obtain within 90 days of employment.
- B. Customer Service experience preferred.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Knowledge of basic rules and understanding of common sports and games.
- B. A basic to intermediate functional knowledge of computers. Experience with internet, email, Microsoft Office, preferred.
- C. General knowledge of business English, spelling, and math.
- D. Ability to lead a variety of recreation activities with a variety of age groups.
- E. Ability to understand and carry out written and oral instructions.
- F. Ability to establish and maintain effective working relationships with other employees, patrons/participants, and the public.
- G. The ability to work with minimal supervision to ensure tasks are done accurately and to set standards.
- H. Maintains regular and punctual attendance.

LEGAL REQUIREMENTS

As a condition of employment, this position may be subject to a drug test, background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is primarily accomplished in a recreation or aquatic facility. Work is scheduled in accordance with recreational programs and services. Ability to work indoors on a regular basis and outdoors occasionally; exposed to heat/humid/cold, wind, rain, sun, and other changes in climate while working. May have exposure to chemicals and fumes, dust, wet and damp areas.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this job, the employee is regularly required to sit, stoop, stand, walk, kneel, crouch, crawl, talk, hear, reach with hands and arms, and use hands to finger, handle, or feel objects, tools, and/or controls. The employee may frequently lift and move from 10 to 50 pounds. Specific vision requirements related to this job are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____