



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

Quarterpath Recreation Center Attendant

Department: Parks and Recreation

FLSA Status: Non-Exempt

JOB SUMMARY

Participates in the planning and organizing of programs and facility rentals at the Quarterpath Recreation Center and Stryker Center. Works under the direct supervision of the Director of Parks and Recreation

ESSENTIAL JOB FUNCTIONS

- Provide customer service.
- Assist staff with daily operations of facility.
- Perform limited housekeeping tasks and general maintenance.
- Perform limited administration tasks.
- Register participants for programs.
- Provide assistance to support center-based programs.
- Provide limited technical support.
- Perform tasks that ensure a safe environment for participants.
- Maintain audio visual conferencing equipment.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED equivalent;
- CPR/AED Certification required within three months of hire date

Knowledge, Skills and Abilities:

- Skill in providing customer service and assist in solving problems and resolving customer concerns.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain working relationship with employees and community.
- Ability to effectively communicate with individuals and groups.
- Ability to work a flexible schedule as needed to include nights and weekends.
- Ability to deal courteously and effectively with the public.

PHYSICAL DEMANDS

The work requires the ability to exert moderate but not constant physical effort to perform standard office work, typically involving some combination of balancing, crawling, crouching, grasping, hearing, kneeling, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight up to 50 pounds, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORK ENVIRONMENT

Work is regularly performed in a dynamic office environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.