



PART-TIME RECREATION CENTER ASSISTANT – FRONT DESK
Open-Competitive Recruitment
(\$16.00 - \$18.00/Hour/DOE)

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of duties related to the activities and operations of the Recreation Center. This part-time position participates in and monitors various recreation programs for children and adults.

SUPERVISION:

Under the administrative direction of the Recreation Center Coordinator or designee.

EXAMPLES OF DUTIES:

1. Provides assistance and information to the public
2. Participates in after-school programs and recreation activities
3. Monitors/facilitates open-gym programs, weight room, and other recreation programs
4. Operates a variety of standard office equipment including computer, printer/copier/scanner/fax, calculator, word processing software, and telephone
5. Assists with special events (some evenings and weekends)
6. Performs other related duties as assigned

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise. Employee must have the ability to get along with co-workers and interact with the public professionally and courteously. Employee must possess a Class C driving license.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED Certificate required. Experience in adult and youth recreational services preferred.

SELECTION GUIDELINES:

City application and supplemental questionnaire required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical/drug screen, and Live Scan background check.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This position is considered non-exempt and offers no benefits. This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures. Successful candidate must pass a physical exam, Live Scan, and must complete supplemental questionnaire.