

# City of Cordova Position Job Description

## Recreation Assistant

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SUPERVISOR: PARKS AND RECREATION DIRECTOR

CLASSIFICATION: PART-TIME, HOURLY, IBEW BARGAINING UNIT

HOURS: VARIES, AS SCHEDULED TO INCLUDE EARLY MORNINGS, EVENINGS, WEEKENDS AND HOLIDAYS AS SCHEDULED

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### SUMMARY

Under general supervision, assists in the day-to-day operation of the City's recreation facilities and programs.

### GENERAL STATEMENT OF DUTIES

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Opens/Closes Bidarki Recreation Center and/or Bob Korn Memorial Swimming Pool as needed.
- Performs cash handling procedures as necessary, such as collecting fees for programs, services, and facility rentals, maintaining related records, and preparing deposits for review.
- Performs unskilled typing, filing, and other basic clerical tasks.
- Acts as front-line staff performing tasks such as answering the telephone: answering inquiries on products, services, and activities, and greeting members, visitors, and the public.
- Educates patrons/participants on rules and regulations, care of equipment and acceptable conduct in a helpful, positive manner; enforces rules and regulations as required; monitors facility use; assists patrons/participants in providing information, direction, and education and responds to complaints, inquiries, and information requests.
- Assists with the set-up and pack down of equipment and programs.
- Assists with planning, delivering, and evaluating Recreation programs and activities.
- Ensures a safe and fun environment for assigned recreation programs.
- Conducts water quality tests at Bob Korn Memorial Swimming Pool and maintains logs and reports as required.
- Being alert and attentive to any situations taking place in the facility including emergency situations.
- Maintains cleanliness of facility, by performing custodial duties including restocking supplies.
- Liaises with other P&R Department staff to regarding maintenance of equipment and facilities.
- Attends staff meetings and training opportunities.

### **MINIMUM QUALIFICATIONS**

- A. First Aid, CPR & AED Certification, or must obtain within 30 days of employment.
- B. Customer Service experience preferred.

### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. An interest in sport and recreation including assisting and leading programs and activities.
- B. Basic skill in the operation of standard office equipment, including computers, photocopiers, point-of-sale systems.
- C. General knowledge of business English, spelling and arithmetic.
- 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.

### **LEGAL REQUIREMENTS**

As a condition of employment, this position may be subject to a 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 and requires the ability to work early mornings, evenings, weekends, and holidays. Employee may be required to respond to distraught people or challenging inter-personal situations. Employee may be exposed to stressful emergency situations.

### **PHYSICAL DEMANDS OF POSITION**

In performance of job duties, the employee may be required to lift and carry items weighing up to fifty (50) pounds, sit, bend, squat, reach, climb, crawl, and stand for prolonged periods of time. Must be able to speak and hear clearly; perform repetitive wrist, hand, and/or finger movement; have finger dexterity and hand-eye coordination.; have clarity of vision and the ability to adjust focus. Requires frequent standing and walking with occasional lifting, carrying, pushing, pulling, bending, and twisting. Requires use of hands and arms and may require overhead reaching.

In the performance of the job duties, the employee is required to use the following office tools and/or equipment: phone system, personal computer including word processing, spreadsheet, point-of-sale system, and other software; printer and scanner; cash register, calculator, and other equipment typical of an office environment.

Additionally, the employee may occasionally operate a variety of tools and equipment, and have physical exposures to noise, water, and chemicals at facility. Pushing and pulling are required while mopping, moving furniture, equipment, and fixtures, operating floor cleaning equipment, handling trash

cans, vacuums, and mop buckets. Requires repetitive foot, arm, shoulder, hand, and back movements to perform cleaning duties and operation of equipment. Hand coordination is required to handle cleaning equipment, materials, and supplies.