

# City of Cordova Position Job Description

## Recreation Aide

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DEPARTMENT:	PARKS AND RECREATION
SUPERVISOR:	PARKS AND RECREATION DIRECTOR OR DESIGNEE
CLASSIFICATION:	TEMPORARY / NON-BENEFITTED POSITIONS Limited to 1,040 hours of employment per year.
SALARY:	From \$19.93, HOURLY, DOE.
HOURS:	VARIES, AS SCHEDULED TO INCLUDE EARLY MORNINGS, EVENINGS, WEEKENDS AND HOLIDAYS.

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### WHO WE ARE LOOKING FOR

Our ideal candidate:

- Is reliable, arrives on time and can open and close the facilities independently for each shift.
- Enjoys frequent interactions with the public and has a positive/outgoing work attitude.
- Has good customer service skills.
- Is flexible working varied shifts when necessary.
- Keeps facility clean and safe for all patrons.
- Contributes to the success of the Department.

### 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.

- Opening and closing of department facilities.
- Assist in leading recreation programs and activities.
- Performs activity/program set-up and tear down of equipment.
- Register participants for memberships, programs, and events.
- Maintain a clean and safe environment for all participants; perform general cleaning duties as needed or as assigned.
- Providing first aid care/emergency response in the event of incident and writing incident report.
- Explaining and enforcing facility rules and restrictions of participants.
- Cash handling and credit card purchases.
- Assist customers with daily admission, memberships, registration in programs and facility rentals, which includes answering questions, reserving facilities, and providing receipts.
- Using a computer for data entry, processing registrations, memberships, rental reservation, and POS system.
- Work in a safe manner and report unsafe activity and conditions and intervene as needed.

### MINIMUM QUALIFICATIONS

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. Must be at least 16 years old at time of application.

- A. American Red Cross First Aid, CPR & AED Certification, or must obtain within 60 days of employment.

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

- A. Demonstrates excellent written and verbal communication skills.
- B. Demonstrates excellent customer service.
- C. Ability to follow instructions and policies; both written and verbal.
- D. Basic knowledge of a variety of recreation activities and sports.
- E. Ability to act as a role model to participants during activities, programs, and events.
- F. General knowledge of business English, spelling, and arithmetic.
- G. Ability to operate a point of sale system, computer, calculator, telephone system, and other related office equipment.
- H. Ability to establish and maintain effective working relationships with other employees, patrons/participants, and the public.
- I. Ability to follow directions and work independently.

### 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 department operational requirements.

May include exposure unsanitary conditions, odors, cleaning chemicals, and some noise.

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.

### 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.

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**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:** \_\_\_\_\_