

Recreation Staff

Position Level: Temporary/Part-time

Reports to: P & R Recreation Coordinator

Position Summary

Recreation Staff are responsible for overseeing Parks & Recreation programs throughout the City. The employee serves as a program representative for Parks & Recreation classes, events, and rentals, and may assist the Parks & Recreation department in a variety of other tasks.

Essential Job Functions (include but are not limited to)

- Facilitates P & R programs.
- Opens and/or closes the facility according to procedures.
- Provides customer service to visitors and/or participants in person or over the phone.
- Accepts cash payments for program sign ups and rentals.
- Monitors participant behavior and safety and reports any issues that may provide a health or safety hazard to staff or guests to the appropriate P & R staff member.
- Performs other duties as assigned.

Education/Skills/Experience

- Strong oral and written communication skills.
- Proficiency in Microsoft Office 365 (Word and Outlook).
- Strong organizational and time-management skills with an emphasis on accuracy and attention to detail.
- Excellent customer service skills with a professional attitude.
- Willing and able to take on routine and non-routine special projects.
- Motivated individual with the ability to efficiently multi-task, work under pressure, handle frequent interruptions, and meet deadlines.
- Capable of taking initiative, assuming responsibility, and handling confidential information.
- Willingness to work early mornings, nights, and/or weekends with the ability to work under minimal supervision.

Safety Requirements

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.

- Comply with all company and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.
- Be constantly aware of personal safety and that of co-workers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

Work Schedule

This is a temporary, part-time position with varying work shifts and hours. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success. Availability must include early mornings, evenings, and weekends.

Working Environment

Work is performed at various P & R facilities. Casual dress is required for standard work environments. Noise levels are usually low in the office setting, but moderate while working during events.

Physical Requirements

While executing the responsibilities of this position, effective communication skills involving talking and hearing are regularly utilized. The incumbent will be required to perform job duties while sitting or standing, with proficiency in fine motor skills to complete tasks such as typing, writing, or handling cash payments. Reasonable accommodation will be provided to facilitate the comfort and participation of all applicants, irrespective of their physical challenges.

Direct Reports

This position does not have direct reports.

Certificates/Licenses

N/A