

## RECREATION ATTENDANT

<b>Department:</b> <u>Leisure Services</u>	<b>Classification/Grade:</b> <u>Part Time</u>
<b>Division:</b> <u>Recreation</u>	<b>FLSA Status:</b> <u>Non-Exempt</u>
<b>Reports to:</b> <u>Leisure Services Superintendent</u>	<b>Date Approved:</b> <u>July 2011</u>

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Assist in the development and implementation of various programs for the Leisure Services Department; ensure the safety of individuals and responsible for the overall cleanliness and look of the Recreation Center.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Develop and/or aide in the running of programs for the Recreation Center.
3. Assist in the preparation of facilities prior to the running of programs.
4. Assist in special projects administered by the Recreation Superintendent.
5. Responsible for the day to day cleanliness of the Recreation Center by performing light facility maintenance and custodial duties including, but not limited to lifting, sweeping, disposing of waste, vacuuming, and washing windows.
6. Aide in helping supervise special events.
7. Safeguard and regulate the conduct of patrons to prevent unsafe practices and accidents.
8. Maintain a high level of communication with patrons, staff, media, supervisors, and other department staff.
9. Be dependable and meet acceptable attendance requirements at all times.
10. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS:**

- A. May be asked to help operate the Recreation Center receptionist area when needed.
- B. May be asked to assist with supervision of the skate park.
- C. Perform other related duties as assigned.

### **QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

#### **Knowledge of:**

- First aid and safety practices.

#### **Ability to:**

- Read, write, and speak the English language at a level necessary for efficient job performance.
- Lead a variety of recreation activities.

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work a flexible schedule which will include some evenings, weekends, and holidays.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Must be at least 16 years old.

License or Certificate: Must possess at the time of employment and continuously throughout employment; a valid Nevada Class “C” driver’s license, current First Aid and CPR Certification, within 60 days of hire.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Subject to high levels of public contact and frequent interruptions; work closely with others

**Physical Requirements:**

Work is generally performed in an office or outdoor environment. Duties require sufficient mobility to use standard office equipment; sustained posture in a seated position, standing and/or waking for prolonged periods of time; frequent bending, twisting, reaching, stooping and climbing; vision to read and hearing and speech to communicate in person or over the telephone. Travel to off-site facilities. Work a flexible schedule, depending on programs needs, including working evenings, weekends and shifting assignments. Respond physically to emergencies quickly and appropriately; lift, push, pull, move, set up and remove tables, chairs, and supplies weighing up to 50 pounds.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
July 2011 (Department)