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**Part-Time Recreation Assistant I**

**Department:** Parks & Recreation **FLSA:** Non-exempt

**Reports to:** Parks and Recreation Director

**GENERAL DESCRIPTION**

Under general supervision, to provide high quality customer excellence to the public; perform a variety of tasks including but not limited to recreational programs, office activities and facility maintenance. Provide a broad range of support services to the Recreation Director, Athletic and Program Coordinators. Requires the ability to work independently to open, close and/or operate recreational facility with limited supervision.

**ESSENTIAL JOB FUNCTIONS**

Provides quality customer service to the public and information regarding programs, membership eligibility and facility usage

Explains and enforces Town’s Parks and Recreation policies to ensure a safe and friendly environment

Responds to complaints and directs them to the appropriate staff

Collects and accounts for various recreation fees for program admission, facility use and products and services; operates and secures cash drawers; performs point of sale/cash register functions; issues written payment receipts to customers; assists with daily financial deposits

Opens and/or closes facilities; unlock doors prior to scheduled activities; performs building inspections before, during and after use; inspects and reports equipment malfunctions and security concerns to Parks and Recreation Director to minimize health hazards and foster a safe environment.

Handles department’s inventory and put in purchase orders for all necessary supplies and equipment with the prior approval of the Parks and Recreation Director

Responsible for the day to day cleanliness and trash removal at the Recreation Center.

Uses computer to check-in members and guests, print contracts and forms, provide registration, prepare written correspondence and complete routine reports

Ability to operate all office equipment including, but not limited to computer, printer and fax machine

Able to effectively communicate both orally and written

Maintain accurate records, reports and files.

Must be able to work a flexible work schedule including nights, weekends and holidays

Perform related tasks as required

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of principles and techniques of both customer service and recreational services; must be able to handle and balance cash transactions; basic computer applications; operation of office equipment; scheduling and inventory replenishment techniques; ability to maintain records and prepare reports; must communicate clearly and concisely; establish and maintain working relationships with co-workers, other Town employees and the general public; ability to handle emergency situations; ability to safely and efficiently operate a motor vehicle; lift and carry weight of 25 pounds or less

**EDUCATION AND EXPERIENCE**

Must have a High school diploma or G.E.D. equivalent and preferably one year’s experience directly related to programs and services.

**SPECIAL REQUIREMENTS**

Must have either a valid North Carolina or South Carolina’s driver’s license and be able to maintain a safe driving record

Must obtain if do not currently possess a First Aid and CPR Certification within six months of employment

**PHYSICAL REQUIREMENTS**

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects

Must possess visual acuity necessary to prepare and analyze data and figures; operate a computer terminal; perform extensive reading; and use measurement devices

Must be able to work in environmental conditions that require both inside and outside work

Must be able to work in conditions that are subject to contact with potentially infectious bodily fluids

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

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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