



## **Recreation Services Assistant** **Non-exempt, Part-Time** **Parks Department**

**Job Summary:** Under general supervision of the Superintendent of Recreation, provides information to the general public regarding Parks and Recreation offerings; sells facility passes, services, and concessions; responsible for processing computerized registrations and reservations; providing program and activity information; monitoring use of community center facility; assisting in special events and programs; and is responsible for supervising rentals during and after regular business hours as assigned.

**Equipment Used / Job Locations / Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee works mostly in an indoor environment. The noise level is usually moderate to loud. Equipment used: personal computer, multi-line phone, copy and fax machine, and cash register.

**Essential Functions & Job Responsibilities:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

The person in this position will work in the Recreation Division of the Parks and Recreation Department and will be responsible for interacting with patrons, assisting with varied programs and special events, selling daily admission and concession items, advising the public about program offerings and special event information, making facility reservations and taking program registrations, as well as observing activities and enforcing departmental policies. Responsible for maintaining a clean environment including sweeping, mopping vacuuming, cleaning rest rooms, cleaning windows, picking up trash, taking trash outside, moving bleachers, tables, and chairs, setting up rooms, and other duties as assigned, Must be able to effectively communicate problems and potential solutions to supervisors. Must be available to work a flexible schedule including nights and weekends.

**Required Knowledge & Abilities:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

**Knowledge / Education:** cash register operations; computer operations; modern recreation activities.

**Ability to:** Ability to communicate effectively orally and in writing, with the public; establish and maintain effective working relationships with citizens, staff, other departments, community groups, and businesses; evaluate situations and make decisions.

This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.

**Training & Experience:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from a High school or GED or still attending high school; supplemented by one (1) to two (2) years previous experience and/or training involving customer service and clerical work; or an equivalent combination of education, training, and experience. Possess or ability to attain CPR/First Aid and AED certification; a State of Tennessee Driver's License.

**Physical & Mental Demands:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** While performing the duties of this class, an employee is regularly required to walk, sit, and talk and hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. This employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

This employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Mental Demands:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.