

Community Center Attendant (Part time)

General Statement of Duties:

Provides guest services to the citizens of Randleman and Community Center customers to enable a positive, safe, clean and enjoyable recreation environment.

Distinguishing Features of the Class:

An employee in this class provides guest services to citizens and customers who utilize the City's Community Center and Parks and Recreation Department's areas and events. Work involves but is not limited to registering new members to the center and renewing memberships, assisting customers with various types of equipment, providing excellent customer service to our citizens and customers through greetings, cleaning and enforcing the center's rules, as well as all other duties as assigned. Work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules, and procedures. The complexity of work is in the ability to multitask and provide the expected level of customer service. An employee is expected to be familiar with all community center rules, able to answer the telephone in a polite and courteous manner, and at all times have a positive attitude toward customers, coworkers, and supervisors. Work is performed under the supervision of the Parks and Recreation Director. This classification is considered non-exempt in compliance with the Fair Labor Standards Act (FLSA).

Duties and Responsibilities:

Essential Duties and Tasks

- Provides guest services such as registration for sport leagues and community center memberships, collects fees, and assistance with community center equipment.
- Schedules and reserves community center rooms, picnic shelters, ball fields, and other city recreational areas and assists in filling out rental agreements and taking payments and deposits for said rentals.
- Enforces Community Center rules and regulations.
- Communicates with citizens, customers, coworkers and supervisors in a polite and courteous manner.
- Various assigned cleaning duties such as but not limited to cleaning the locker rooms, restrooms and weight room equipment.
- Performs related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Community Center activities and regulations
- Able to effectively communicate clearly and concisely in a polite and respectable manner with various groups.
- Knowledge of accounting sufficient to collect, account for, and disburse change for recreational funds.

- Ability to work varied hours and days to ensure success of city programs and services.
- Knowledge of office equipment operations including computers, printers, and athletic based software including but not limited to word processing, graphics, and spreadsheet applications.
- Ability to take direction and complete satisfactory work unsupervised.
- Assure all facilities are free of trash, debris, restrooms are clean and stock, and miscellaneous janitorial duties.

Physical Requirements and Working Conditions:

Physical requirements – work in this position varies between light duty and heavy duty. Employees must have the ability to exert up to 100 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Employee must have the visual acuity to operate machinery and to perform mechanical or skilled trades tasks of a non-repetitive nature.

Working conditions – inside and outside working conditions; outside conditions may include exposure to extreme heat and cold.

Education and Experience:

Completion of high school required.

FLSA Status: Part time, non-exempt.

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The City reserves the right to assign or otherwise modify the duties assigned to this classification.