

GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Recreation Specialist (Part-Time / Seasonal)

POSITION CLASSIFICATION: Non-Exempt

GRADE: N/A

HOURLY RATE: \$7.75 - \$9.00

DEPARTMENT: Recreation

IMMEDIATE SUPERVISOR: Manager on Duty

SUPERVISES: N/A

CHARACTERISTICS OF POSITION:

Performs daily operation of the assigned facility and programs. Works a flexible schedule. Possess a professional attitude, appearance and good public relations skills.

GENERAL DUTIES AND RESPONSIBILITIES

Essential: Front Desk Personnel Only (Age requirement Minimum 18)

Knowledge and ability to utilize the recreational software. Enter registration information for all passes, programs, and activities. Enter and complete facility rentals. Prepare daily activity and attendance sheets. Responsible for handling cash and maintaining cash drawer. Report any technical issues with Front Desk computers.

All Recreation Specialist (Age Requirement Minimum 16)

Obtain a replacement if unable to work scheduled times. Take 1 ten-minute break per four hours worked and 1 thirty-minute break between 4th and 5th hours of work. Plan, supervise, and implement facility activities and programs as requested by the Parks and Recreation Staff. Assist or lead activities. Maintain a safe and clean work area. Clean all applicable areas of the facility including kitchen as needed. Work any / all special events deemed necessary by the Recreation Manager. Inform Manager on Duty or Recreation Manger of any supplies needed. Must thoroughly understand and be able to implement all policies and procedures and supervise daily activities at the facility. Must be able to handle patron/program participant complaints and deal with the situation in a timely manner. Inform Manager on Duty of disciplinary actions taken concerning patrons. Assist patrons in any manner necessary to make sure the patron is satisfied as possible with our service. Communicate all operation concerns to the Manager on Duty and Recreation Manager in writing. Attend scheduled staff meetings.

When at the Pavilion, monitor Cardio and Weight room equipment. Work in designated areas such as KidzZone where you will monitor children, clean toys, vacuum carpets, and interact with children. When working in Gym and Fitness, monitor all gym activities,

clean on, behind, and under bleachers, sweep gym floor, wipe off exercise machines, mop and/or vacuum fitness rooms, restock cleaning wipes.

When at the EDLC, monitor the computer room and great room areas. Inform Manager on Duty of any issues relating to those areas.

Nonessential: May assist immediate Manager on Duty, Recreation Manager, Assistant Director, and/or Director in any other areas as requested.

QUALIFICATIONS / REQUIREMENTS

Education, Training, Experience: Must be 16 years of age or older. Prefer experience in general recreation and facility operations. Must become certified in First Aid, CPR, and AED.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Detailed knowledge of principles and practices of facility rules, policies, and procedures.

Comprehensive knowledge of fitness equipment operation. Working knowledge of the recreation software program.

Skills: N/A

Abilities: Ability to establish and maintain effective working relationships with Parks and Recreation employees and the public. Ability to prepare and maintain accurate reports. Ability to function effectively when required to work varying schedules and shifts as determined by recreation and facility program events. Ability to communicate effectively both orally and in writing. Ability to make decisions and perform under stress when problems arise.

SPECIAL LICENSING REQUIREMENTS: N/A

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Must be able to follow cash in / cash out processes.

Review of Work: Review of work will be done orally as well as written.

Analytical Requirements: Must be able to problem solve issues concerning recreation software as well as issues that affect the facility.

Work Environment: Primarily indoors. Some outdoor activities may be requested.

Availability: Must be available to work scheduled work hours.

Physical Demands:

Lifting: Some required (up to 50 pounds). Requires standing, walking, running, and sitting.

Use of Equipment: Must be able to operate usual office equipment as well as cardio machines when at the Pavilion. May need to clean work area.

Vehicle Operation: Must be 18 years of age or older and have a valid Kentucky driver's license on file with HR before operating a company vehicle.