

TOWNSHIP OF DENNIS

Job Description

JOB TITLE: Seasonal Recreation Attendant Part-Time

EXEMPT:	No	JOB CODE:	02289
SALARY LEVEL:	\$ 13.00 to \$23.00 hour	SHIFT:	20 hours per week
DEPARTMENT:	Recreation	LOCATION:	Rec Center
REPORTS TO:	Township Administrator		

SUMMARY: Under direction, performs a variety of routine functions involved with the use of recreational facilities for Township residents of all ages; does related work as required. Assists in the organization, development and personal leadership in recreation activities; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Others duties may be assigned)

Assists in promoting recreation programs of all types.

Helps organize and lead groups and individuals in various activities.

Helps participants to attain greater skills in and enjoyment from recreation activities.

Assists in planning and initiating a comprehensive recreation program for all appropriate ages and both sexes.

Assists in demonstration and explanation of techniques, procedures, materials, equipment and supplies used in recreation program.

Assists in arranging for and directing tournaments, exhibitions, public demonstrations, shows or other special events.

Helps insure that all desirable safety precautions are observed.

Reports to supervisor orally or in writing on groups and individuals, keeps necessary records.

Sees that the participants do not injure themselves when using recreation equipment.

JOB DESCRIPTION

Job Title: Recreation Attendant Part-time

Maintains orderly conditions within the recreational areas, assists participants in crossing streets at recreational facilities.

Counts the number of participants in various activities, accompanies children on trips, hands out recreations supplies.

May perform varied routing tasks in the cleaning and maintenance of designated areas, sets up chairs, tables, or equipment for use at activities.

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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

The employee will be required to have a valid C.P.R. certification or ability to obtain the certification within 30 days of employment.

OTHER SKILLS and ABILITIES:

The employee must have a basic knowledge of the problems involved in the leadership of recreational programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, and climb or balance.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.