

**Job Title:**  **Community Recreation Attendant**

**Salary:**  **$13.20/hourly**

**Location:**  **Various**

**Reports To:**  **Mobile Recreation Coordinator**

**Employment Status:**  **Seasonal, up to 30 hours/week**

**FLSA Classification :**  **Non-Exempt**

**Job Summary:**

The ***seasonal Community Recreation Attendant*** will support the mobile recreation program and community events. Candidate will facilitate activities and help to ensure events run smoothly. This is ideal for energetic individuals who enjoy outdoor environments and engaging with the public.

**Supervisory Responsibilities:**

* This position will not supervise any staff.

**Duties / Responsibilities:**

* Drive the mobile recreation van to various locations throughout Jefferson County.
* Set-up recreation equipment and facilitate activities for people of all ages and abilities.
* Maintain inventory and ensure supplies are organized, clean, and in good/working condition.
* Engage with participants to create a fun and inclusive recreational experience.
* Communicate with site contacts and volunteers to ensure smooth program delivery.
* Keep accurate records and report attendance, supply needs, and concerns to supervisor.
* Assist with set-up, execution, and tear-down of event equipment and materials.
* Customer service in concession stand, including order-taking, money handling and food preparation.
* Ticket booth sales and/or ticket-taking at events.
* Provide guest assistance and information.
* Ensure crowd safety measures are being met. Report concerns to supervisor immediately.
* Distribute flyers and promotional materials, answer questions, and maintain a friendly and professional customer-service approach to crowd interaction.

**Required Knowledge / Skills / Abilities:**

* Skill in customer service-related communication skills.
* Skill in communicating with supervisors.
* Ability to earn and maintain First Aid & CPR certification and Food Handlers Card.
* Ability to deal professionally with park and facility guests.
* Ability to work independently and with a team.
* Ability to work a flexible schedule of evenings and weekends.
* Ability to be punctual and capable of working independently.
* Ability to handle money, assist large crowds, and maintain organization is a fast-paced setting.

**Education, Experience and Qualifications:**

* A high school degree or GED is required.
* Or at least 6 (six) months’ experience in recreational programs, hospitality, customer service, or related area, or equivalent combination of education and experience is preferred.
* Must be able to pass a background check.
* Candidates must provide a copy of their driving record.
* Preference may be given to those with CPR & First Aid certification.

**Physical Requirements:**

* The work environment involves both office & outdoor park setting. Exposure to extreme heat, cold and inclement weather conditions can be expected.
* There will be periods of time standing, walking, lifting, and outside time to support event responsibilities.
* Some lifting, carrying, pushing, and / or pulling may be required. Must be able to lift up to 50lbs.
* Parks & Recreation is a smoke-free facility; therefor smoking and vaping on all company premises is prohibited.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By signing below, I acknowledge that I understand the requirements, essential functions and duties of the position as outlined above.

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Staff Member Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_