

JOB DESCRIPTION

DEPARTMENT: Parks

JOB TITLE: Recreation Attendant

General Duties:

Performs under the direction of the Park Director and Pool Manager. Responsible for performing duties including program and youth camp support, working special events, scorekeeping and all other duties assigned. This is a seasonal, part-time position.

Youth Program and Camp Support:

- Report for work at scheduled times. No unauthorized schedule switches.
- Assist Camp Coordinators with the set-up and implementation of all youth programs & events.
- Provide the highest level of customer service to parents and program participants.
- Help maintain a safe and fun learning environment. Be kind and courteous to program participants in all situations.
- Provide suggestions for improvements of programs and constructive feedback when appropriate.
- All workers will wear appropriate Parks Department work attire.
- Keep off the phone and cell phones while on duty. No texting. Emergency calls only.

Scorekeeping:

- Report to work 15 minutes before game time.
- Understand how to operate scoreboards at various facilities. Training will be provided upon hire.
- Understand how to keep a scorebook. Training will be provided upon hire.
- Absolutely no cell phone usage. Full attention should be on the games to avoid mistakes.

Education Requirements:

Must be a full-time student.

Must be able to pass a drug test and background test.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

Employee Signature

Date