



EMPLOYMENT ANNOUNCEMENT Part-Time Recreation Attendant

Date Posted: February 25, 2015
Department: Parks & Recreation
Compensation: \$9.00/hour
Deadline: Open until filled
Typical Work Hours: Hours and days off are subject to change in order to meet department responsibilities. Number of hours may vary and include days, evenings, weekends and holidays and shall not exceed 999 hours annually

Job Summary

Serves and the primary point of contact for Parks & Recreation facilities by providing information to members and customers, as well as walk-in and telephone traffic. Recreation Attendants are responsible for opening and closing identified facilities and amenities, providing routine maintenance, facilitating electronic program and activity registration transactions, electronically completing various reports and preparing correspondence, setting up for meetings, and issuing and receiving equipment & supplies.

Recreation Attendants are expected to have a thorough knowledge of the overall operations and facility amenities of the Department. We pride ourselves on the provision of excellent customer service. It is imperative that every person our staff comes in contact with is treated with the utmost courtesy and respect, and that they receive the information they request. Team members must have positive attitudes and enjoy interfacing with the public.

Essential Job Duties and Responsibilities

- ◆ Effectively communicates to citizens and other customers all programs and activities at all facilities offered through the Parks and Recreation Department.
- ◆ Meets and greets walk-in members and customers, assisting and directing them to the proper room or facility.
- ◆ Facilitates electronic registration and revenue transactions for walk-in fees, membership sales and activity registrations for all facilities.
- ◆ Operates electronic biometric monitoring, electronic registration, electronic paging system; sets up audio/visual equipment for classes or training; and performs troubleshooting as needed. Maintains and monitors electronic display systems, message boards and cameras in all areas of the facilities.
- ◆ Sets up tables and chairs for training and/or meetings at all facilities and takes down and stores tables and chairs after the event is complete.
- ◆ Issues and receives equipment and supplies to/from members and customers.
- ◆ Ensures facility cleanliness by performing janitorial and maintenance duties as needed including but not limited to: takes out trash, cleans restrooms after a toilet or sink overflows and/or after someone has gotten sick, replaces light bulbs, vacuums/sweeps floors, etc.
- ◆ Prepares daily reports as directed using electronic software designated by the City.
- ◆ Checks pool chemicals such as chlorine and PH levels, therefore, must have the ability to swim.
- ◆ Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.
- ◆ Position is considered "Essential Personnel" which requires being on duty to respond during emergency situations including but not limited to natural and/or man-made disasters.

Minimum Education, Experience and Certification

Junior in high school; high school diploma or some college coursework preferred. A minimum of two years experience in the customer service industry, with cash management responsibilities preferred. Minimum of three years experience using MS Word and MS Excel; must have the ability to learn industry software specific to Parks and Recreation facilities management, registration and cash management. Must possess CPR, Emergency First Aid and AED certifications, or have the ability to obtain all of these certifications within forty-five days of employment start date. Ability to swim. Valid Texas Driver's License with a good driving record.

For application procedures, please visit our website at <http://www.westutx.gov/application>

The City of West University Place is an Equal Opportunity Employer