

Warrenville Park District

Job Description

Job Title: Recreation Attendant

Salary Range: \$15.00 – \$22.00 Hour

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Superintendent of Recreation
Recreation Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Serves as an Instructor of the Recreation Programs & Operations. Primarily responsible for the organization and implementation of the set-up, take down and program management of activities as directed by the Recreation Supervisor. This is a short-term position reporting to the Recreation Supervisor.

QUALIFICATIONS:

1. The ability to communicate both written and orally.
2. Strong organizational skills.
3. The ability to work independently, efficiently and attend to details.
4. First Aid/CPR certification within four months of employment is required.
5. DCFS Certification of Mandated Reporter of Child Abuse and Neglect prior to working with children.
6. Food Service Handler Certification within 2 months of employment.
7. Must be 21 years old.
8. Clean driving record.

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Planning, organizing and implementing daily activities.
2. Setting up equipment and supplies for daily use.
3. Regular attendance and punctuality.
4. Responsible for daily check-in and check-out procedures for program participants with or without the parents or guardians.
5. Interaction with and supervision of patrons in various activities.
6. Maintain communication with participants and parents.
7. Cleaning and organizing supplies.
8. Attend staff meetings.
9. Maintain Certification of Mandated Reporter Status as required by the 325 ILCS 5/ Abused and Neglected Child Reporting Act.
10. Must follow, administer and implement Warrenville Park District policies and guidelines.
11. Performs and is responsible for cash handling systems as set forth by the Registration Office Manager and/or the Finance Department regarding accuracy, reporting, balancing of cash records as deemed necessary.
12. Ability to drive small Non-CDL bus.

Knowledge, Skills and Abilities

1. Willing to learn new ideas on an ongoing level.
2. The ability to be well organized and establish priorities.
3. Ability to work under stressful conditions.
4. Ability to function independently, possessing a high degree of self-motivation and self-direction.
5. Technical skills necessary to operate basic office machinery. Knowledge, Skills and Abilities (continued)
6. Knowledge of public relations techniques and the ability to use them in promotion of recreation programs and services.

Knowledge, Skills and Abilities - Continued

- 7. Knowledge of time management techniques and the ability to use skills in developing schedules and adhering to timelines.
- 8. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
- 9. Must exhibit good problem solving and good judgments in keeping with the mission, vision and values of the Warrenville Park District.
- 10. Ability to use safe practices in accomplishing work.

Safety Responsibilities

- 1. Actively support the loss control program that will effectively control and reduce accidents.
- 2. Maintain a working knowledge of all general and departmental specific safety rules.
- 3. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department.
- 4. Ensure that all management policies are fully implemented for maximum efficiency for each job.
- 5. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
- 6. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- 7. Assist with emergency procedures and building evacuation.

Physical Requirements

- 1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
- 2. Regularly lifts and carries items weighing up to 25 pounds.
- 3. Requires hand-eye coordination and manual dexterity to operate a computer keyboard, copy machine, telephone, calculator and other office equipment.
- 4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, and computer terminals.
- 5. Requires hearing within normal range for telephone and customer service.
- 6. Requires assisting with set up of programs and special events as needed.
- 7. Requires working in areas not air-conditioned.
- 8. Requires the ability to assist and support patrons as needed.

Working Conditions

- 1. Exposure to chemicals such as cleaning agents.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold in the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of my requirements or responsibilities, it is my duty to seek assistance from my supervisor. I am aware that the Job Description may be changed, and an updated copy will be available to me.

Employee Name

Employee Signature

Date