

RECREATION CENTER AIDE- SILVER SPRINGS SHORES

MAJOR FUNCTION

This is routine and diversified work supporting the operations of the office and community center activities in the evenings, on weekends, and on weekdays as needed. General clerical work is performed in the office.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Verifies documents for night and weekend events.
- Checks individuals and organizations in and out of facilities; files the proper paper work.
- Monitors and enforces regulations of the community center, pool area, and related recreational areas during regular schedule and during special events.
- Inspects areas of use before and after events for cleanliness and absence of damage. Records any problems for supervisor's review.
- Answers phone, offers information to the public.
- Responsible for set up and take down of any necessary equipment and lighting.
- Performs opening and closing of facilities.
- Will provide clerical service in the form of typing correspondence and general office duties. Prepares calendar of events and newsletter.
- Assist with recreation department sponsored functions including working closely with the youth who utilizes the facilities, games, Youth Center, etc.
- Provides membership service to new members, renews current memberships, issues ID cards and club activity cards.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY DUTIES

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general

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public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

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

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Problem Solving Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

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Specialized Skills and Abilities

- Ability to deal tactfully and courteously with the public and support the established regulations at the same time.
- Requires the ability to communicate both orally and in writing and to understand written and verbal directions.
- Ability to sort, verify, file, and post materials on bulletin boards, make photocopies, and perform other office duties as assigned.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, camera, laminating machine, and other general office equipment in the completion of the tasks of the position. When applicable to functional area of assignment, employees will use light grounds maintenance and custodial equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand and walk, stoop, kneel, crouch or crawl, and to lift up to 25 pounds; will regularly be required to sit, use hands to finger, handle or feel, reach with hands and arms; and will frequently be required to talk or hear. Vision requirements are close, distance and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be required to work in outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99

Pay Grade: 1

Job Description Number: 8061

10/2010

Category: 8

Status: NE

Revised: