

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Recreation Attendants perform duties related to the use of a recreational facility, the conduct of an activity or sport, and the handling of daily transactions. This is routine work performed under specific instructions, but with little direct supervision. The incumbents do not supervise, but may oversee program participants or volunteers. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Maintains order and enforces facility rules, regulations, and safety procedures;
Assists in conducting activities at recreational facilities;
Assigns courts and other facilities;
Performs routine custodial and maintenance tasks such as:
 cleaning locker rooms, putting up nets, marking fields,
 cutting grass, picking up trash, cleaning up courts and
 fields, painting, and repairing recreation equipment;
Prepares logs, simple lists, and participation figures;
Acts as timekeeper or scorekeeper;
Issues, maintains and collects equipment and supplies;
Collects tickets from participants and facility users;
Collects fees and turns in fees to the proper authority;
Locks and unlocks doors and gates; controls entrance to pool;
Checks permits;
May oversee program participants and/or volunteers, providing assistance as needed, maintaining order, and ensuring safety.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Familiarity with various sports and recreational activities;
Ability to get along well with others;
Ability to keep simple records;
Ability to give and enforce simple instructions;
Ability to read and write;
Ability to understand and carry out oral and written instructions;
Ability to perform light manual labor;
Good observation skills; dependability;
Mental alertness.

MINIMUM QUALIFICATIONS: None

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