



POSITION DESCRIPTION

Position: Recreation		Department: Recreation Department	
Reports to: Recreation Director		FLSA Status: Non-Exempt	
Location: Riverside Park/Community Center	Division: Community Center	Pay Grade: N/A	
Revised: December 16, 2019	Last Reviewed:	Union: N/A	Status: Seasonal

GENERAL PURPOSE

Performs seasonal operational duties of the Riverside Park Splash Pad, including clerical duties collecting admission fees, monitoring duties to maintain safety, and assists in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The attendant's primary function is to facilitate and provide a safe environment by minimizing any hazards at the Splash Pad. Other responsibilities include collecting admission fees, educating visitors on Splash Pad policies, completing any required forms, and conducting oneself in a professional manner.

Provide visitor services, such as explaining regulations, answering visitor requests, needs and complaints, and providing information about the splash pad and surrounding areas.

Perform safety and emergency duties to protect visitors, staff, volunteers, government property, and features of the park.

Check participant IDs for residency and collect admission fees.

Record all park use using tracking forms as requested by the Recreation Department and submitted daily.

Responsible for cash handling, following cash handling procedures, and balancing drawers nightly, including dropping cash in the safe and cash reconciliation forms.

Completes all opening and closing procedures.

Cautions violators of laws and regulations and notifies authorities if needed.

Participates in city-wide community events.

Maintains inventory of program equipment and supplies.

Assists in maintaining the park area is clean and in orderly condition.

Required to wear department uniform.

Displays the values of attentive service, diversity, excellence, fiscal responsibility, humility, and safety in all work.

Present a service-oriented, positive and enthusiastic image of the recreation department, create a welcoming environment.

PERIPHERAL DUTIES

Operates a city vehicle for opening and closing procedures.

Continuously communicates and promptly informs supervisor of any concerns.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent.
- (B) Experience in cash handling and customer service.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to communicate with the public effectively both verbally and in writing, ability to handle stressful situations in a calm manner.
- (B) Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

First Aid and CPR certification or willingness to obtain both.

TOOLS AND EQUIPMENT USED

Calculator; copy and fax machine; phone; mobile or portable radio; automobile.

Must be able to assist in setting up and taking down portable tents.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb stairs or balance; stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. May be exposed to biting or stinging insects.

The noise level in the work environment is moderately loud.

WORK SCHEDULE

The work schedule for this position starts on Memorial Day and ends on Labor Day, including holidays. The days vary Monday – Sunday, with the hours of 11:30 AM – 7:30 PM, Approximately 24 – 40 hours per week depending on availability.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

