



**RECREATION DEPARTMENT
JOB DESCRIPTION**

RECREATION ATTENDANT

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Supervise and lead various recreation programs.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Lead recreation programs by following lesson plans.
- 1.2 Open/close facilities and setup/takedown equipment for recreation programs.
- 1.3 Assure facilities and equipment is safe, organized, and clean.
- 1.4 Collect, record, and deposit participation fees.
- 1.5 Collect, record, and deposit scores.
- 1.6 Attends employee orientation and meetings as required.
- 1.7 Interacts with participants and public in a professional and enthusiastic manner.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Follow one- or two-step instructions; routine, repetitive task. Addition and subtraction; copying figures, counting, and recording.

Skill in operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with participants. Employee will be familiar with details of job to do it reasonably well within 2 weeks or less.

TOOLS AND EQUIPMENT USED:

Sporting equipment and scoreboards

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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, employee frequently stands; walks; reaches; grasps; holds; uses repetitive movements; uses eye-hand coordination; hears; talks; has contact with general public/customers; works alone; stoops, kneels, crouches, or crawls. Employee occasionally sits; climbs ladders.

Employee must be able to occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

All applicants will be considered for these positions. The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: less than High School Degree, and
- 2 Related work experience of 6 months or less, or
- 3 Any equivalent combination of education and experience.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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, employee is exposed to noise during each game.

POSITION ACCOUNTABILITY:

REPORTS TO: Parks & Recreation Director

SUPERVISION EXERCISED: None.

SELECTION GUIDELINES:

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: ___

Revision History: 1/30/15; 7/3/16, 10/4/19; 1/20/20