



CLASSIFICATION TITLE: Recreation Attendant I	JOB NUMBER: 7204	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks & Recreation Coordinator or Recreation Supervisor	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs support work for a variety of recreation activities, programs, events, and facility needs for recreational programs in a community setting and related work as apparent or assigned. Work is performed under close to moderate supervision of a Parks & Recreation Coordinator or Recreation Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Provides customer service, answers questions, greets customers; helps with opening, set up, break down, and closing for programs and events; communicates issues/concerns to their supervisor, or other recreation staff on duty, as they arise.
- Assists staff to maintain order during events, activities, and programs and ensures the safety of participants.
- Ensures and enforces program, facility, and department/division rules.
- Performs light janitorial and maintenance functions, such as trash maintenance and maintaining non-industrial equipment.
- Performs and/or supports emergency procedures, as needed.

FLAG FOOTBALL/BASKETBALL OFFICIALS OPTION

- Officiates games fairly and consistently.

- Communicates with coaches and parents to share information on game day regarding upcoming activities.
- Assists coaches on game day.
- Interacts with patrons participating in various youth sport programs.
- Reports complaints to Gym/Field Supervisor.

AQUATICS CASHIER OPTION

- Calculates admission fees, receives monies from guests, and provides correct change.
- Tallies guest counts and communicates with supervisor-on-duty to assist with ensuring facility is not over capacity.
- Reconciles register at the end of shift, prints appropriate reports, and prepares deposit.
- Assists guests with general inquiries.
- Assists with facility reservations for private rentals.

AQUATICS INSTRUCTOR AIDE OPTION

- Assisting swim instructors in the water for scheduled lessons during the aquatics season.
- Greets and addresses patrons and guests.
- Enforces all entry rules and regulations associated with the pool and the programs therein.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Techniques, rules, and equipment used in a variety of recreational activities, games, and athletics.
- Basic record-keeping principles, procedures, and techniques.

Skills and Abilities to:

- Assist with a variety of recreational activities for the division.
- Learn, read, and apply laws, codes, rules, regulations, policies, and procedures to the public.

- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Operate a variety of modern office equipment including personal computer equipment using standard or customized software application programs appropriate for assigned tasks.
- Use tact, initiative, prudence, and judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENT

None

EDUCATION AND EXPERIENCE

No experience or education requirement.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the

job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


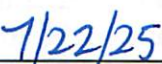
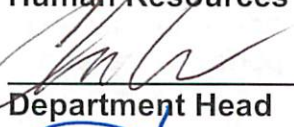
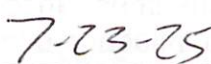


The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the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

This work requires regular and punctual attendance at the City's various parks and recreational facilities or other assigned locations; requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; frequently requires standing, walking and lifting; and occasionally requires sitting, climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work occasionally requires wet, humid conditions (non-weather), and exposure to outdoor weather conditions; work is generally in a moderately noisy location.

Authorization (for Archive)

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 a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director <i>designee</i>	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date