



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Recreation Attendant

Department: Recreation
Pay Grade: 101
FLSA Status: Non-exempt

JOB SUMMARY

Para-professional recreational work in planning, organizing, and operating recreation program(s) at a center. Work is performed under the supervision of the Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS

- Plans and organizes assigned recreational programs at a center.
- Opens and closes a facility.
- Instructs and leads in a variety of daily events and programs.
- Makes announcements daily.
- Performs custodial work as required.
- Performs clerical functions in registering applicants, posting notices, etc.
- Supervises and maintains equipment.
- Sets up and tears down equipment for recreation programs.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED) preferred.

Special Qualifications:

- Possession of a valid State of Florida Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of various recreational activities and programs.
- Ability to meet the public.
- Ability to plan, organize, and carry out daily and special programs.
- Knowledge of organizational and safety procedures.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Work is performed primarily indoors and outside.