



Job Description

Recreation Specialist - Front Desk

Pay Grade: G02

Employment Status: Part-Time

FLSA Status: Non-exempt

Experience Required: N/A

Minimum Education Requirements: N/A

Department: Recreation.

Direct Supervisor: Recreation Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting and occasionally outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Assists with Recreation Center registration, programs and activities. Front Desk duties include answering phones, facility lock up, and some athletic program assistance.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist with planning, organizing, and supervision of daily recreational activities.
- Oversee and perform routine maintenance and security of facility.
- Maintain a variety of records, files, and logs.
- Prepare reports, newsletters, and documents as required.
- Assist with the organization of community events and fund raisers.
- Register participants in programs.
- Perform various office related skills using a computer.
- Oversee and monitor after school programs and seasonal camps.
- Transport program participants as needed.
- Assist working the front counter as needed and provide good customer service.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Planning, organizing, and implementing special activities.
- Follow and relay oral and written instructions, policies and procedures.



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- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Input and retrieve information from a computer.
- Maintain records and prepare oral and written reports.
- Perform administrative duties.
- Instruct a variety of individuals of all ages in recreational activities.
- Plan, organize, and supervise recreational activities.
- Work special events as required.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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 2: Including color, depth perception, and field vision.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date