



POSITION DESCRIPTION

Title: Recreation Facilities Assistant Site Coordinator **Department:** Parks & Recreation
Type: Temporary **FLSA Status:** Non-Exempt
Pay Range: Level 3 **Revised:** 10/2019

DEFINITION

To assist with coordinating, supervising, implementing, and promoting the activities at Parks and Recreation Facilities. Recreation Facilities Assistant Site Coordinators will be assigned to one of the following facilities: Mammoth Ice Rink; Mammoth RecZone; Community Center.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreation Facilities Site Coordinator and indirect supervision from the Recreation Supervisor(s). Exercises direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Coordinate, promote, and implement programs, lessons, and activities at the assigned facility.
- Assist with supervising, scheduling, training, and evaluating staff.
- Assist with assigning work schedules; calculating and submitting employee time sheets.
- Operational duties including reception, cashier, snack and beverage sales, answering phone calls, handling customer queries rink attendant/guard.
- Accept payment of fees; prepare and issue receipts; maintain records and files.
- Assist with skate rentals; maintain proper order of skates for safety and appearance; sharpen skates.
- Monitor and maintain facility restroom cleanliness, security, and safety.
- Ensure patrons know and obey rules.
- May provide basic 'learn to skate' lessons and lead and participate in various other recreational activities such as sports and games.
- Assist with special events such as Easter Play Day and Haunted Rink Skate Party.
- Assist with preparation of daily, weekly, and monthly status reports; supervision of the collection and accounting of daily cash receipts.
- Ensure facility compliance with health, safety, and occupational standards; enforce departmentally established rules and regulations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Information on facility's lesson programs, ice hockey, and special events.
- Rules and safety procedures at the particular facility.
- Cash handling procedures.
- Principles of effective customer service.
- Principles of supervision and training.
- Occupational hazards and standard safety precautions.

Ability to:

- Engage with the public and act as a positive role model for patrons.
- Understand and carry out written and oral instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide a high level of customer service.
- React with good judgment in an emergency situation and follow established procedures for handling patron and staff injuries.
- Supervise, train, and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Work an irregular schedule, including mornings, nights, weekends, and holidays.
- Monitor program compliance with related laws and regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade is required. Some specialized courses in recreation or a related field is preferred.

Experience:

Some experience in recreational/child related activities, customer service, and cash handling is required. Supervisory experience is preferred.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, central point of sale software, telephone, copy machine, fax machine and various recreational equipment. Various hand tools used in the maintenance of recreation facilities.

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, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl.

Due to the physical nature of the position, the employee is frequently required to lift up to 20 pounds. The employee must occasionally lift, carry, push, pull, and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein 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 is occasionally required to operate motor vehicles and foot pedals, is frequently exposed to machinery and electricity. The employee may occasionally be required to operate power tools. The employee is frequently exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is occasionally exposed to wet and/or humid conditions, and occasionally exposed to chemicals and fumes associated with general cleaning operations, although safety equipment such as face masks are provided.

The noise level in the work environment is usually quiet while inside and moderately noisy when in the field.

GENERAL

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 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.

Received and Reviewed by:

_____ **Employee Signature**

_____ **Date**