

## CITY OF BONITA SPRINGS

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<b>JOB TITLE:</b>	<b>Part-Time Recreation Center Attendant</b>
<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>
<b>REPORTS TO:</b>	<b>Recreation Center Lead</b>
<b>ROLE &amp; LEVEL:</b>	<b>A1</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

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### **WORK OBJECTIVE:**

Performs clerical, basic accounting, and customer service work for the City recreation center.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the organizing, planning, and execution of day and evening recreational or educational activities for various age groups
- Greets the public and answers questions regarding the recreation center and all City park facilities
- Provides customer service by registering patrons for programs and selling memberships
- Answers telephones and provides information regarding services and program activities
- Processes membership sales and renewals
- Sells retail products and balances the nightly cash drawer
- Cleaning of the fitness room equipment, locker rooms, reception area and gymnasium
- Responsible for opening and closing the facility

### **MINIMUM QUALIFICATIONS:**

High school diploma/GED; supplemented by one or more years' experience in customer service, parks and recreation, or a related field; or an equivalent combination of education, certification, training and/or experience.

- Possession of a valid State of Florida driver's license required

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### **KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of the principles, objectives, facilities, and equipment needed to conduct specific recreational, environmental, educational, and interpretive programs and sports activities
- Knowledge of Microsoft Office
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to organize work for timely completion
- Ability to follow complex oral and written instructions
- Ability to communicate effectively orally and in writing
- Skilled in organizational methods and time management
- Skilled at paying attention to detail

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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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.

The City of Bonita Springs is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City of Bonita Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date