



Parks and Recreation Department
Temporary/Non-Career Position Description

Athletics Site Attendant II

Distinguishing Characteristics

Parks and Rec Specialist Band II

Positions in this band may work somewhat independently. Work tasks have variety and require judgment.

Work Schedule

- Less than 233 hours per quarter and may be year round **or**
- 233 hours or more in a quarter with a maximum of six months employment **or**
- Not to exceed 1,039 work hours within any fiscal year

Essential Functions & Tasks

Include, but are not limited to:

- Monitors participant activity and attendance.
- Greets customers and provides customer service.
- Processes participation requests and incident reports.
- Interprets rules regarding code of conduct.
- Leads participants in activities, scorekeeps and/or may monitor activities led by other staff.
- Checks and replenishes supplies and resource materials used for activities.
- Prepares facility, infields and courts as assigned.
- Sets up and stores equipment, checks facility as needed
- Secures doors, windows and surrounding areas when departing the facility.
- Performs recordkeeping activities for various programs/facilities.
- Performs light equipment maintenance.
- Keeps in good order, activity and employee records, work schedules & assignments
- Provides information on department activities to the public.
- Provides first aid supplies to the injured and calls EMS if needed.
- Other duties as assigned.

Working Conditions

- Conveys and exchanges verbal and written information.
- Walking, standing, sitting for prolonged periods of time.
- Operate motor vehicles and small equipment.
- Walking on various surfaces including uneven ground that may be slippery.
- Handling objects weighing up to 50 pound for short distances.
- May work evenings, weekends, holidays

Minimum Qualifications

Age: 18
Education: High school diploma or equivalent
Experience: Six months paid experience leading recreation programs or similar work
Licenses: Valid driver's license

Preferred Qualifications

Certifications: CPR/AED, First Aid