

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Community Center Attendant
DEPARTMENT: Recreation Services
DIVISION: Leisure Services/Community Center
REPORTS TO: Recreation or Community Center Supervisor
FULL-TIME: _____ **PART-TIME:** **TEMPORARY:** _____

GRADE: 00
JOB NO: 9355
DATE: 6/30/2010
FLSA STATUS: N
COST CENTER: 520 & 521

REPLACES: Community Center Attendant

DATE: 5/30/2007

JOB SUMMARY STATEMENT:

Responsible for assisting patrons and monitoring activity areas within the community center. Enforces rules and regulations; checks-in patrons, collect monies; sets-up and arranges rooms; and performs light custodial duties.

DUTIES AND RESPONSIBILITIES:

1. Assists patrons in the use of the community center and monitors various activity areas within the facility to ensure a safe and healthy environment. Enforces established rules and regulations. Sets up and takes down equipment, materials and supplies, as directed.
2. Responsible for checking in patrons, collecting program and event fees, and operating the Class software program for all transactions.
3. Sets-up and arranges rooms for meetings and other functions. Ensures that room is clean and properly prepared prior to and at the conclusion of all meetings.
4. Distributes equipment and ensures proper use and return of equipment.
5. Performs light custodial duties, sweeping, mopping, picking-up trash, etc.
6. Maintains and enforces proper usage on cardiovascular machines during peak times.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent.

EXPERIENCE:

One year working in a fast paced, customer service environment.

SKILLS:

1. Attention to detail
2. Basic math skills
3. Human Relations/Interpersonal skills
4. Time management skills
5. Oral and written communication skills.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Ability to carry out assignments through written and oral instructions
6. Ability to work in environment with many distractions and interruptions.
7. Ability to learn within two months of employment the Class Recreation Software program
8. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to distinguish smells
2. Ability to operate power and/or hand tools such as screw drivers, hammers, and powered wrench
3. Ability to operate fitness equipment
4. Ability to make and receive phone calls
5. Ability to operate office equipment such as copy machine, calculator, fax machine, typewriter and personal computer.
6. Ability to push/pull up to 30 lbs.
7. Hand and eye coordination adequate to input computer and typewriter.
8. Ability to lift 30 pounds and transport 20 feet
9. Ability to reach, stand, lift, crawl, bend, stoop, push, pull, and walk.
10. Ability to distinguish colors

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.