

## **CITY OF WINTER GARDEN**

### **Classification Description**

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**CLASSIFICATION TITLE:** Recreation Center Assistant (part time)

**Job Code:** 7299

**DEPARTMENT:** Parks and Recreation Department

**FLSA Status:** N

**Union Status:** N/A

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#### **WORK OBJECTIVE**

Working under the Recreation Supervisor, the Recreation Center Assistant position will serve as the facility host or hostess on weekends or various weeknights in a fully functioning community center. He or she will provide assistance to facility patrons and callers with program registration and other information on departmental programs. Provides support to program instructors with room and program preparation as needed.

#### **ESSENTIAL FUNCTIONS**

- Act as receptionist for the department in greeting visitors, answering phone calls and dispersing information to the public regarding department programs and services.
- Works with program instructors to set up tables, chairs and other equipment as needed to facilitate recreation programs.
- Opens and closes the facility according to departmental protocol.
- Uses Rec Trac software to input recreation program registrations or facility rental reservations.
- Takes payments towards balances for recreation program registration or facility rental contracts.
- Utilize common and uncommon software applications to produce reports, keep various records, write letters, etc.
- Assists with any unusual facility or patron needs that may arise such as facility clean-up, emergency situations, etc.
- Complete other duties as assigned by the Parks and Recreation Director or Supervisor to facilitate the mission of the department.

#### **MINIMUM QUALIFICATIONS**

- High school degree or GED is required.

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

- Outstanding customer service and verbal communication skills.
- Knowledge of Microsoft applications including various operating systems, Word, and Excel.
- Ability to learn and operate new software applications that are utilized by City and the Department.
- Ability to handle cash effectively.
- Ability to multi-task many priorities while maintaining exceptional customer service.
- Ability to lift up to 40lbs and assist with table and chair set ups as needed.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden 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.**

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Name (print)

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

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Employee Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date