

P/T RECREATION ATTENDANT

Gym/Ball Diamond Attendant/Filming/Private Party Rentals/Building Monitor

THE POSITION

Under direction of either the Recreation Supervisor II or the Recreation Coordinator, this position is responsible for the monitoring and supervision of indoor facilities, playfields, and park sites while open for public use or District scheduled programs, leagues and rentals offered in either the community of Simi Valley or Oak Park. The position may work up to 15-25 hours per week, which may include some weekends and/or weeknights; hours and schedule may vary.

EXAMPLE OF DUTIES

The Recreation Attendant monitors facilities during their use and may work alone or in conjunction with other specialized staff members during or outside of regular operating hours of an indoor facility or at an outdoor park site. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures while facilities are open to the public for general use and for a variety of special uses, such as:

Adult/Youth Sports – Gym/Ball Diamond Attendant
Filming/Private Party Rentals
Building Monitor

Each program area is unique and therefore requires specific knowledge and training, which may be obtained through previous work experience and formal or on the job training.

The essential functions of this position include, but are not limited to:

Gym/Ball Diamond Attendant

- Open, close, and secure facilities as required
- Prepare gym or fields for use and set up and tear down equipment as needed
- Oversee the care and upkeep of the facility and all outlying areas while in use
- Enforce building or park regulations
- Maintain knowledge and ability to implement safety and emergency procedures
- Communicate effectively and clearly with all participants, coaches, officials and other related staff
- Complete Facility Use Reports as required

Filming/Private Party Rentals

- Open, prepare, close, and secure facilities as required
- Know and enforce all rental parameters including time frames, attendance numbers, and clean up requirements
- Ensure only authorized permitted areas are used
- Maintain visibility, contact and clear communications with permit holder and District staff
- Monitor proper use and care of rooms, furnishings, park sites, parking lots and assorted outdoor locations
- Report all issues or problems as they arise and document on applicable reports
- Complete Checklists or Use Reports as required

Building Monitor

- Open, prepare, close, and secure facilities as required
- Preparation and general supervision of rooms in use for a variety of activities
- Greet and direct patrons accordingly, answer questions, phone calls, and provide information as needed
- Provide general supervision of facility's public spaces, restrooms, and immediate outdoor grounds and parking lots
- Maintain visibility and contact with patrons and District staff
- Accept registration and perform light custodial duties as needed

The duties of this position may change based on community demand and interest.

The position may perform other related non-essential duties as assigned and involves a high level of public contact.

EMPLOYMENT STANDARDS

Position requires the ability to exercise independent judgment and work both autonomously and as a team player. Must have a professional and respectful attitude and be able to maintain a cooperative working relationship with a variety of people, make decisions independent of direct supervision, use good judgement and recognize problems or potential problems. Understand and carry out oral and written instructions. Meet and deal tactfully with the public and resolve conflict situations. Follow oral and written operating guidelines and procedures. Principles and practices of customer service, techniques for providing a high level of customer service.

Certifications: Current certifications in CPR and First Aid are desirable. Building Monitors and Private Party Attendants are required to have AED certification.

Knowledge, Skills and Abilities: High school, or G.E.D. equivalent. Knowledge of District's registration program desirable but not required. Ability to maintain consistent and punctual attendance. Ability to work in both indoor and outdoor environments. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting approximately 60% of the time or more and standing and/or walking 40% of the time or more; occasional pushing/pulling, lifting, carrying of loads weighing up to 40 pounds. Requires occasional bending, kneeling / squatting, reaching overhead / stretching, climbing stairs, and working on rough and/or uneven terrain; some handling and dexterity. Work may be indoors or outdoors, and may include assignments at District community buildings, parks and/or other District facilities.

RANCHO SIMI RECREATION AND PARK DISTRICT
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