



## JOB SUMMARY

Performs intermediate support work assisting with opening and securing recreation facilities and related work as apparent or assigned. Work is performed under the moderate supervision of the Director, Recreation and Assistant Director, Recreation.

## MAJOR DUTIES

- Opens and closes recreation facilities as needed/directed.
- Sets up facilities for programs and activities.
- Ensures facilities and grounds are clean.
- Ensures a safe and pleasant environment for public use.
- Provides program and activity supplies and equipment, as needed.
- Works with and around children and the general public.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- General knowledge of opening/unlocking and closing/locking gates and doors.
- Ability to understand and follow specific oral instructions.
- Ability to perform manual labor for short periods of time, often under unfavorable weather conditions.
- Ability to read and write.
- Ability to establish and maintain effective working relationships with associates and the general public.

## SUPERVISORY CONTROLS

The Recreation Director assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

## GUIDELINES

Guidelines include county, department, and community center policies and procedures. These guidelines are clear and specific.

## COMPLEXITY/SCOPE OF WORK

- General knowledge of opening/unlocking and closing/locking gates and doors
- Ability to understand and follow specific oral instructions.
- Ability to perform manual labor for short periods of time, often under unfavorable weather conditions.
- Ability to read and write.

- Ability to establish and maintain effective working relationships with associates and the general public.

## CONTACTS

- Contacts are typically with other county employees and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- This work requires the occasional exertion of up to 40 pounds of force.
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions; work is generally in a moderate location (e.g. park trails, fields).

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write, and perform basic mathematical calculations.
- High school diploma or GED.
- Moderate experience in parks activities, or equivalent combination of education and experience
- Possession of valid Georgia driver's license.