

Recreation Center Specialist- NFH-RC

Dept/Div: Parks & Recreation

FLSA Status: Part-Time

General Definition of Work

Responsible for monitoring all activities of the recreation center, providing program information, and issuing recreational equipment. Responsible for greeting and directing soldiers, guests, and staff as they enter the recreation center. This position will provide assistance to requests, along with inquiries about recreation center operations and policies, and perform various administrative duties as directed by the supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Monitors all activities of the recreation center.
- Admits soldiers and guests into the recreation center in accordance with policy and procedure.
- Assists in setting up recreation classes, leagues, and events in areas of focus as assigned.
- Answers phone in a professional and courteous manner and uses proper phone greeting techniques. Responsible for addressing the caller's requests and/or takes appropriate messages.
- Maintains cleanliness of general recreation areas, locker rooms, restrooms, and facility. Performs routine walk-throughs and hourly checklists to ensure user safety and proper sanitation of facility.
- Distributes equipment such as basketballs, board games, etc.; ensures proper use and return of equipment.
- Assists in resolving participant complaints by recording complaints and referring to the appropriate supervisor.
- Immediately reports all injuries/incidents to the supervisor and assists in collecting information to complete all forms necessary.
- Available to work after hours and special events as needed.
- Maintains proper hygiene and wears appropriate attire while on duty.
- Must maintain regular attendance and attend all required meetings and trainings.
- Performs other duties as directed by supervisor.

Knowledge, Skills, and Abilities

Basic knowledge of recreation programs, equipment, and techniques; basic understanding of rules, regulations, policies, and procedures of the department; moderate knowledge of first aid practices; ability to maintain order in a United States government facility; ability to adhere to program standards and objectives outlined by superiors; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, legal and government officials, department heads, and the general public.

Education and Experience

High School diploma or GED and experience in recreational programming and customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting,

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climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, 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; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- American Red Cross Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and First Aid training within 6 months of hire.
- North Fort Hood gate pass and Common Use Card (CAC)
- Pass criminal history check and drug screening.
- Valid driver's license in the State of Texas.