

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Senior Recreation Assistant
Reports to: Related Recreation Program Manager
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

Under general supervision, the Senior Recreation Assistant performs a variety of duties related to the operation of specific facilities as well as assisting the Program Manager with various programs. The Senior Recreation Assistant will work closely with the Program Manager, Administrative Staff and the Parks Facility Manager.

ESSENTIAL JOB FUNCTIONS

1. Responsible for day to day operations of a facility, including opening and closing facilities.
2. May need to travel between various facilities, fields and parks.
3. May schedule use of facilities and fields.
4. May oversee the safe operation of equipment such as ceramics wheels, kilns, slab rollers, pub mills, hand tools and power tools, depending on program.
5. May offer guidance to participants and volunteers on safety and maintenance of equipment.
6. May provide back-up supervision of class in the case of Recreation Instructors illness or emergency.
7. May maintain facility inventory depending on program.
8. Understand and adhere to work and rental schedules.
9. Greet District customers and ensure they understand and comply with the facility rules and regulations.
10. Basic custodial duties including sweeping, mopping, emptying trash, refilling supplies and other duties as necessary.
11. Ensuring that building equipment functions properly.
12. Preparing the facility for arrival of users which may include cleaning, setting up tables, chairs, related equipment.
13. Notifying management of any issues or major repairs needed.
14. Perform basic computer task.
15. Maintain regular and timely attendance.
16. Troubleshoot various problems with scheduling and facility issues.
17. May be asked to act as lead over Recreation Aids or Recreation Assistants.
18. Attend and proactively contribute to periodic staff meetings
19. Maintain relevant records of equipment maintenance and information relevant to specific programs.
20. Other duties as assigned.

QUALIFICATIONS

- Must be age 18 or older.
- Must have a valid driver's license and qualify to drive the BIMPRD vans.

- High School diploma or equivalent.
- One-year experience in customer service or custodial work.
- 3 years of experience specific to program and good comprehensive knowledge of equipment associated with program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be dependable and possess a strong work ethic.
- Must be able to communicate timely and effectively with various District staff.
- Must be able to work independently.
- Must be able to understand and follow District policies and procedures.
- Must possess analytical and problem-solving skills and have the ability to troubleshoot basic problems.
- Knowledge of proper handling of cleaning equipment and solutions.
- Must have a desire to work with the public and possess strong customer service skills.
- Knowledge or ability to learn quickly about the District and its facilities.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Work is performed indoor and outdoor and may need to be executed in inclement weather. Work may require early morning, evening, and weekend duties.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to perform maintenance duties that require sustained, strenuous physical exertion that includes activities such as standing for long periods of time.
- Must be able to move and lift heavy items of up to 50 pounds.
- Must be able to stack, push, pull, bend, twist, climb and stand for extended periods.
- Work environment may be noisy at times and require extensive interaction with District customers.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature