

City of Altoona

Position Description

Title: 10th Street Recreation Center Worker
Department: Recreation
Reports to: Recreation Manager and/or Recreation Coordinator
Date: March 12, 2015

Position Summary

Under the supervision of the Recreation Manager, the 10th St. Recreation Center Worker will be responsible for conducting and actively being involved with activities that take place at the Recreation Center. The Recreation Center is open to children in Altoona who are in kindergarten to sixth grade. The center is open Monday-Friday during summer months from 1:00-4:00pm.

Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Responsible for all activities during assigned hours
- Actively be involved with the children that come to the Recreation Center
- Responsible for the Recreation Center facility and all equipment belonging to the Parks & Recreation Department
- Responsible for making sure all children attending the Recreation Center have paid the registration fee
- Check equipment and games; pull anything that is not safe. Notify the Parks & Recreation Office of damaged equipment or equipment that needs to be replaced
- Check bathrooms, clean and restock (if supplies are needed to restock let the Parks & Recreation Office know)
- Organize activities for children to be involved in
- Wipe up spills and sweep entire building daily
- Make sure all equipment is checked back in
- All doors and windows must be locked and all faucets and electrical power is turned off before leaving the Recreation Center
- Be punctual and reliable (arrive 15mins. prior to the start time)
- Must be able to follow all policies and procedures of the department as outlined in the Employee Handbook

Working Conditions

Work is completed indoors and outdoors. Required outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.

Education

The following list represents the required educational requirements for the job.

- High school student; or
- College student

Experience

Some previous experience as an employee with a demonstrated history of being reliable and dependable is expected.

Licenses and Certificates

- A valid Wisconsin driver's license is required of all applicants; and,
- CPR/First Aid Certification, preferred.

PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

I have read and understand this Job Description

Signature

Date