### **POSITION DESCRIPTION**

Position Title: **Temporary Shift Coordinator** 

Department: Parks & Recreation

Division: Recreation FLSA: Non-Exempt

Retirement: N/A

Effective Date: September 12, 2019

# **GENERAL PURPOSE**

Coordinates and supervises the use of the Community Center on a given shift to include operational functions, crowd control, safety and security.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community Center Manager.

## SUPERVISION EXERCISED

Provides general oversight to Community Center staff, community service workers, and volunteers working at the Community Center. Responsible for oversight of all patrons/ customers of the Community Center to ensure compliance of all rules and regulations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed).

- Observes behavior of the general public utilizing the Center to determine use of equipment, behavioral problems, violations of established rules, need for assistance, etc.
- Receives visitors, directs to activity location, and answers questions about Center policies and procedures.
- Responsible for the review and accuracy of daily deposits and shift paperwork.
- Continuously monitors the Center to ensure compliance with rules, security, and use of equipment.
- Assists in hosting special events and programs by setting up and taking down tables and chairs, providing electrical sources, defining decoration limitations, disposal of wastes, etc.
- Prepares written reports on incidents, accidents, critical problems, rule violations, problems of employee performance, etc.
- Performs security checks.
- Opens and closes, locks and unlocks facilities as needed.
- Handles emergency situations in absence of Center Manager.
- Assists with cashier/receptionist duties as needed.
- Supervises and helps with set ups of athletic facilities, i.e., volleyball nets, scoreboards, scorer tables, etc.
- Maintains and monitors a safety culture in accordance with City policy. This culture will
  minimize accidents, injuries and property damage. Oversees the safety of assigned operations
  by instructing individuals in proper safety procedures and/or reporting violations of safety
  policies. Will perform or assist in accident investigations as needed.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- Performs maintenance duties as needed, i.e., sweeping, vacuuming, dusting, wiping up spills, etc.
- Provide instruction in proper use of weight room equipment.
- Help with Special Events and Activities.
- Helps with room setup and tear down for events and activities.

## **MINIMUM QUALIFICATIONS**

# Education, Experience and License/Certification:

- A. High School diploma or equivalent.
- B. Two years of supervisory experience.
- C. Must be at least 21 years of age.

# Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of the equipment, facilities operation and techniques used in the operation of a community center.
- B. Working knowledge of cash registers, computers and word processing; working knowledge of modern office practices and procedures.
- C. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, and the general public.
- D. Ability to communicate effectively orally and in writing.
- E. Ability to resolve conflict situations.
- F. Ability to read and follow a room set-up diagram.
- G. Ability to count money and perform cashier duties accurately.

# **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Must have, or obtain, First Aid and CPR certification within 8 weeks of hire.
- Ability to meet attendance requirements of position, which operates on nights, weekends, and holidays.

#### **DESIREABLE QUALIFICATIONS**

Experience in organizing/assisting with special events, conference coordination and use of audio/visual equipment.

Degree in Recreation, Counseling, Education, or related field.

More than two years of experience in supervision of a comparable facility.

### **TOOLS AND EQUIPMENT**

Personal computer, including word processing; cash register; calculator; copy and fax machine; audio/visual equipment; telephone; mobile or portable radio; automobile or pick-up truck.

### PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operator objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the pool and gymnasium.

# SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVING AUTHORITY:

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HR Director

Date