

TITLE: Recreation Aide
DEPARTMENT: Parks, Recreation & Community Development
REPORTS TO: On-duty Recreation Leader / Recreation Manager /
Fitness Manager / Recreation Superintendent

SUMMARY OF POSITION:

General responsibilities include the following but not limited to: greeting customers; answering phones; registering customers for programs; clerical functions; directing inquiries for facility use and program information; processing ID cards; care and maintenance of supplies; general cleaning of the Fitness Center and equipment; general knowledge of our fitness equipment; offering program support as needed, room/gym set-up, breaking down and light maintenance; insuring safety and adherence to policy of patrons.

ESSENTIAL JOB REQUIREMENTS:

- Greeting customers and members in a friendly manner
- Answering customer questions in person and on the phone
- Performing general clerical duties for staff
- Registering customers for classes, programs and Recreation Complex memberships
- Collecting fees for all transactions
- May be required to balance daily cash drawer
- Attending meetings as requested
- Assisting staff in conducting special events, programs and community activities as requested
- Assisting with custodial/set-up needs as requested
- Checking in and out rental equipment such as basketballs, weight belts, etc.
- Keeping all fitness equipment and Fitness Center clean and picked up during fitness shifts
- Adjusting TV/Radio stations for customers using fitness equipment
- Enforcing policies and rules of Fitness Center, Recreation Complex and City of Webster Groves
- Assisting customers with use of fitness equipment
- Reporting problems, suggestions, equipment issues immediately
- Performing other duties as requested

ESSENTIAL JOB REQUIREMENTS:

Knowledge of: clerical practices and standards; computer programs such as Microsoft Word and Outlook and/or ability and willingness to learn; our free weight, cardiovascular and circuit equipment; risk factors and injury prevention of customers when exercising; departmental policies and procedures.

Ability to: communicate effectively with all co-workers and customers; work days, evenings and weekends; demonstrate professional, energetic, enthusiastic and motivational public relation skills; utilize excellent time management and organizational skills; demonstrate proper use of fitness equipment; add, subtract, multiply, divide, compute rates and percentages; operate a cash drawer; be trained on new equipment, techniques and tasks; read, see, speak and hear.

Regularly required to: stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; regularly lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

QUALIFICATIONS:

- High School Diploma or GED or working towards High School Diploma or GED
- Some work-related experience preferred but not mandatory
- Current First Aid and CPR certification or ability to obtain within the first three months of employment

Approximate Salary: \$10.00 – \$13.00 per hour

The above job description is illustrative and not intended as a complete itemization of all duties to be performed by the employee occupying this position. Employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with ADA.