



City of Pascagoula Job Description

Gym Attendant/Receptionist

DEPARTMENT: Parks and Recreation **LABOR GRADE:**
EXEMPT(Y/N): No **POSITION CODE:**
REPORTS TO: Assistant Parks and Recreation Director

MEETING PERFORMANCE EXPECTATIONS

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

SUMMARY:

This part time position is responsible for supervising participants in the recreation center and answering telephones in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises participants and activities in the recreation center.
- Ensures the safety of all participants in the recreation center.
- Leads or participates in program activities when directed.
- Answers telephones; provides requested information about recreation activities or directs calls to appropriate person.
- Greets visitors; answers questions about recreation programs or directs guests to appropriate person.
- Accepts program applications and fees.
- Ensures that building and grounds are secure, organized, and clean.
- Creates reports on recreation program participation levels.
- Completes appropriate paperwork for any accidents or incidents that occur at the recreation center.
- Any other duties assigned by the Assistant Parks and Recreation Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position does not supervise any employees.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent is required. Some experience as a receptionist and working with the public is preferred.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, Publisher, and Outlook is desired. CPR and First Aid certification are desired also. A valid Mississippi driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems while adhering to an appropriate policy and procedure.

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.

This position is required to stand; walk; use arms, hands, and fingers; see; hear; and speak. The ability to lift and carry sporting/recreational equipment weighing up to 50 pounds is required.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. The majority of work is performed indoors, but work is frequently performed outdoors and in all types of weather conditions.

