

**City of Denton**

**Job Description**

**Title: Recreation Leader – Civic Center**

**Position ID: SA1001-411130**

**Department/Division: Parks and Recreation/Leisure Services**

**Reports to: Recreation Supervisor**

**FLSA Designation: Non-Exempt**

**Safety Sensitive: Yes**

**DOT: No**

**Definition:** Responsible for operating the front desk by providing excellent customer service, completing registrations, extensive cash handling, supervising the activities in the building and assisting at other recreation centers and other divisions within the department.

**Essential Functions:**

* Answers telephone, checks messages, and returns phone calls
* Greets ALL Customers as they enter the building with excellent customer service
* Registers participants for department's programs in computer (REC1)
* Performs cash handling duties
* Monitors building rentals, assists with clean-up and reports any damages or defaults in contracts
* Helps to insure overall appearance of facility is in proper order at all times.
* Explains different membership options, rules and benefits of each
* Knows and enforces center's rules
* Sets up tables, chairs and other equipment as needed for classes and/special events
* Records hourly facility attendance and class attendance in daily log book
* Completes administrative duties as assigned
* Familiarizes self with center programs and assists instructors as needed
* Assists with birthday parties, child care, programs, and special events as needed.
* Monitors and directs community service workers
* Cleans center as needed including assigned daily and weekly cleaning duties
* Monitors gym during free play and classes
* Sets up volleyball standards and nets for free play, leagues and tournaments if needed
* Assists other recreation centers, athletics, tennis center, and youth/teen services with desk coverage, programs and special events.
* Ability to get along with customers and co-workers
* Maintains regular and punctual on-site attendance

**Additional Duties:**

* Performs other duties as assigned

**Minimum Qualifications / Acceptable Equivalency:**

* At 18 years of age
* High School diploma or GED equivalent

**OR**

* Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

**Core Competencies:**

* Ability to read and write
* Ability to understand and follow written instructions
* Ability to learn basic maintenance functions
* Ability to communicate effectively both verbally and in writing

**Preferences:**

* Bilingual in Spanish and English
* Prior recreation experience
* Prior customer service experience
* 3-6 months of college courses in recreation or education field
* Cash handling experience--to include using a cash register, processing credit cards, cash reconciliation and deposits.

**Conditions of Employment:**

* Must have and maintain a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 90 days of hire per state law)
* Must pass a drug test, driver’s license check, criminal history background check and social security number verification
* Must obtain First Aid and CPR certifications within 30 days of employment
* Must obtain defensive driving certification within 30 days of employment
* Must be able to work varying hours Monday through Friday from 1pm-10pm

**Physical Requirements:**

*Overall Strength Demands*: The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

* Sedentary – lifting no more than 10 pounds
* ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
* Medium – lifting no more than 50 pounds, carry up to 25 pounds
* Heavy – lifting no more than 100 pounds, carry up to 50 pounds
* Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: M
3. Walking: M
4. Lifting: M
5. Carrying: M
6. Pushing/Pulling: M
7. Overhead Work: I
8. Fine Dexterity: E
9. Kneeling: I
10. Crouching: I
11. Crawling: I
12. Bending: I
13. Twisting: I
14. Climbing: I
15. Balancing: I
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: I
20. Other:

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of computer, telephone, and cash register.

*Environmental Factors:*

### The essential functions of this position are performed indoors.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 5/10/2010

Revision Date: 7/27/2021