

JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT

TITLE: Community Center Supervisor/Rental Attendant
DEPARTMENT: Recreation
STATUS: Part Time

PREPARED BY: Kelly Smith
DATE: 9/9/2015

JOB SUMMARY

Under the direction of the Recreation Supervisor, the Community Center Supervisor is responsible for the supervision, operation and maintenance of the Park District Community Center, when the Recreation Supervisor is not present.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Monitor the Community Center building and parking lot during hours of operation to maintain safe environment.
- Monitor the Recreation Instructors during hours of operation and assist as needed.
- Monitor the program participants during hours of operation and provide assistance as needed.
- Supervise all other participants/non-participants that may enter or exit the Community Center/Parking Lot.
- Must be proficient in recreation software and processing registration and memberships.
- While processing and filing registration, membership and household forms, check to make sure waivers are signed and that all information is updated in household database.
- Maintains a current knowledge of programs and activities being offered by the Park District and answers all general questions asked by the public (use front desk copy of program guide if needed). Ability to check on program status (open, full, cancelled, etc.).
- Receive incoming telephone calls, answer inquiries and channel messages to the appropriate personnel.
- Know how to make single and double sided copies on copy machine and how to send faxes.
- Assist in tasks for programs and events for staff members.
- Establish and maintain good public relations through the telephone or with visitors.
- Maintains Community Center building in neat and efficient working order.
- Physical set up and breakdown of recreational equipment including tables and chairs.
- Assisting co-workers in Park District facility by handling new inventory shipments and transporting them to the appropriate department.
- Responsible for the daily maintenance of the Community Center (windows, floors, etc).
- Perform other duties as assigned by administrative staff.

HOURS:

Weekly hours to be covered vary according to seasonal program schedule and weekend rentals (times will vary).

QUALIFICATIONS:

- Knowledge, skill and mental development equivalent to the completion of High School with emphasis on, supervisory, public contact, clerical and computer skills.
- One year of prior building supervisory experience preferred.
- Proficient in computer programs including registration software and word processing.
- A valid Illinois driver's license is required.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Promptly report to the Superintendent of Recreation, Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.
- A Criminal Background Check will be conducted on each employee hired.
- Obtain CPR and First Aid Training Certification, or provide a copy of current certifications that don't expire before the ending date of the preschool program.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy.

PSYCHOLOGICAL CONSIDERATION

Worker must be able to work around co-workers and visitors to the office. Must be comfortable working independently/alone as schedule dictates.

PHYSIOLOGICAL CONSIDERATIONS

Frequent bending, reaching, lifting up to 50 pounds. Moving and transporting equipment as required for the program/rental set-up. Must be able to communicate effectively with supervisor.

ENVIRONMENTAL CONSIDERATIONS

- Worker performs most activities indoors. Indoor environmental conditions will include lighting and temperature.
- Workers may be exposed to outside conditions while running errands or assisting in outdoor activities.

COGNITIVE CONSIDERATIONS

Worker must be able to follow directions and perform work activities as described.