

RECREATION AIDE

Part Time
FLSA Status: Non-Exempt

General Statement of Duties

Provide support to the Parks and Recreation Department. Position assists in different areas throughout the Parks and Recreation Department. Work requires public contact with private groups, civic organizations, Town officials, and the general public. Performs a variety of public contact, building janitorial duties, program and special event assistance and securing town buildings relating to the rental of rooms for public use especially in the late afternoon, evening and weekend hours in a limited service position. Work is performed under the general supervision of the Recreation and Parks Director.

Distinguishing Features of the Class

As stated in the Town of Swansboro's personnel policy; a full or part-time employee of the Town may simultaneously hold another position with the Town if the limited service position is in a different department and clearly different program area from that of the full or part-time position. The work of the limited service position must also be performed on an occasional or sporadic basis as identified in Fair Labor Standards Act regulations. However, the work of the full or part-time position shall take precedence over the limited service position, and such work will not count toward the calculation of overtime for pay or time off.

Duties and Responsibilities

Essential Duties and Tasks-These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Opens and closes Town of Swansboro facilities including but not limited to: Recreation Center, Town Hall Community Room, Old Town Hall, and Visitors Center.
- Assist patrons renting Town facilities assuring facilities and surrounding areas are safe and secure before and after the event.
- Monitor use of building during event to ensure participant safety.
- Inspect facility after event for possible damage and cleanliness.
- Performs routine cleaning and maintenance of facilities includes cleaning and stocking bathroom facilities.
- Assists with facilitating programs and special events.

Additional Job Duties

- Substitutes for various staff, as needed.
- Provide excellent customer service.
- Maintains necessary inventory of cleaning supplies.
- Ability to work nights and weekends.
- Performs related duties as required.

Recruitment and Selection Guidelines

All employees of the Town of Swansboro are permitted to apply as an Event Attendant. Event Attendant applications are received by the Town Clerk/Admin Services Director. A listing or pool of applicants will be provided to and monitored by the Parks and Recreation Director. An attendant will be chosen by the Parks and Recreation Director from the pool only when/if a Recreation Assistant is unable or unavailable to attend an event at one of the facilities.

Knowledge, Skills, and Abilities

- Ability to set up tables and chairs and other equipment.
- Ability to obtain knowledge of facility policies and procedures and keep records as needed.
- Ability to interpret and explain rules and regulations regarding the use of the facility.
- Ability to communicate effectively in oral and written forms with a wide variety of ages, groups, and interests.
- Ability to develop and maintain effective working relationships, exercising tact, courtesy, and firmness with community groups, volunteers, contracted staff, employees, other city departments, and the general public.
- Ability to work independently, demonstrating assertiveness, self-motivation and decision-making skills for both routine and emergency situations.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.
- Must possess the visual acuity to inspect activities and facilities for cleanliness and safety.

Desirable Education and Experience

- High school diploma.
- Six months to two years' experience or any combination of education, training, and experience in customer service, overseeing facilities, working with the public, and organized recreational activities, working with youth, adults, and/or seniors.

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