



## RECREATION AND AQUATIC CENTER RECEPTIONIST (FULL-TIME)

### POSITION DESCRIPTION

#### **GENERAL PURPOSE**

The full-time Rec Center Receptionist will meet and greet all Rec Center patrons in a professional manner, collect fees, supervise Rec Center activities, and ensure adherence to rules and regulations. Additionally, they may act as the designated person in charge in the absence of the manager or assistant manager.

#### **SUPERVISION RECEIVED**

The full-time Rec Center Receptionist works under the general direction of the Parks, Recreation, and Events Director and the Recreation Center Manager.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise and enforce all Rec Center rules, policies, and regulations in a fair and consistent manner.
- May be designated as the person in charge in the absence of the manager or assistant manager.
- Work collaboratively with other staff members to maintain a safe environment.
- Recognize potentially dangerous situations and take appropriate actions to mitigate risks.
- Attend and participate in mandatory in-service trainings, staff meetings, and maintain lifeguard certification.
- Operate the cash register and handle financial transactions accurately.
- Perform general light cleaning tasks and other duties as assigned by the Rec Center Manager or Director.
- Provide safe and effective recreational services to the Deadwood community and its guests.

#### **PERIPHERAL DUTIES**

- Provides various traffic control duties when directed.
- Assists with administrative police department tasks as assigned.

- Performs duties as assigned.

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## **DESIRED MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent
- Possess a current lifeguard certification or become certified within 6 months of being hired.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Strong ability to relate to children of all ages.
- Professional response in emergency situations.
- Excellent communication skills.
- Display leadership qualities and public relation skills.

### **SPECIAL REQUIREMENTS**

- Must be at least 16 years of age.
- Lifeguard certification required.

### **PHYSICAL DEMANDS**

- Lift or move 20 pounds frequently.
- Specific vision abilities required for the job.

### **WORK ENVIRONMENT**

- Lighting: natural or fluorescent.
- Space: open.
- Temperatures: moderate.
- Flooring: concrete, wood, carpet, etc.
- Noise level: moderate to noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews, reference check, and lifeguard certification verification.

This job description is subject to change by the employer as needed.

DATE: \_\_\_\_\_

Position: Rec Center Receptionist

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 06/01/11 Revisions: Approved by City Commission 3/4/2024

**PHYSICAL DEMANDS**

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	2	6	
Stand	2	2	
Walk	2	2	

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
<b>Bend/Stoop</b>		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	50 pounds	25 pounds		
Lift (pounds)	50 pounds	25 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.			
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	Writing pH, etc.

### SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Goggles/safety glasses, gloves for cleaning
Correctable vision to 20/40 Near/Far	X		

## ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.		X	
The worker is subject to both environmental conditions; activities occur inside and outside.		X	
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		Chlorine
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		N/A	
Worker is subject to unscheduled overtime.		N/A	
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		

Worker is subject to night work hours.	X		
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### MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure		X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.		X	
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.		X	
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.		X	
Reading Skills:			
Basic instructions material	X		
Technical information		X	
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for Rec Center Receptionist**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date