

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Seasonal Rec + Roll Ambassador**

**POSITION CONTROL NUMBER: PRX074**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

This Intermittent position drives the Rec+Roll van to local parks and community events. Engages participants of all ages in a variety of activities and interacts with the public at community events. Performs other duties as assigned. This position is supervised by the Recreation Superintendent.

NOTE: Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion. Intermittent positions are not eligible for benefits.

**WORK PERFORMED**

**50% Operations.** Performs basic operations, services and activities of a recreation program. Facilitates general sports, recreational activities, and recreational programs - including demonstrating the techniques, rules, and equipment used in various sports, games, and special events. Enforces appropriate safety precautions and procedures within the area of assignment. Provides care and upkeep of equipment. Tracks attendance at parks and events.

**40% Customer Service.** Demonstrates customer service and professional attitude at all times. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals. Possess a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence.

**10% Other Duties as Assigned.**

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Microsoft Office
- Google Chrome
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.	X				Twisting	X				Cramped Body Position		X		
Pushing/Pulling			X		Squatting	X				Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing			X		<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying			X		Irregular Surfaces		X		
<b>VOICE</b>					Climbing	X				Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.	X						X		

**EQUIPMENT USED**

Personal Computer  
Printer  
Telephone

Office Furniture  
Fax Machine  
Photocopier

Misc. Office Equipment  
Rec+Roll Van Equipment

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**MINIMUM QUALIFICATIONS**

Must be at least eighteen (18) years of age to drive the van.

Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to lift fifty (50) pounds.

Must be available to work a wide range of schedules, including evenings, weekends and holidays.

Required to pass a pre-employment physical and drug screen and review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 9/19  
Revision History: 05/23