

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Recreation Aide – Community Centers

POSITION CONTROL NUMBER: various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent position operates and maintains Shawnee County Parks & Recreation (SCP+R) Community Centers. Assists patrons with customer service, use of facilities, SCP+R program registration, and rentals. Provides on-site supervision for program implementation. Communicates with instructors, sets-up and issues equipment for recreational activities. Provides a variety of general and routine administrative tasks in support of recreation programs. Maintains records and reports. Performs other duties as assigned.

This position is an Intermittent seasonal, non-benefits eligible position and may not exceed 988 hours of work annually. Intermittent positions may be ended prior to that without cause.

WORK PERFORMED

45% Customer Service. Demonstrates customer service and professional attitude at all times. Answers phones and takes registration and handles cash. Uses a computer-based cash register system. Accurately handles cash transactions & counts change. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals. Demonstrates a sense of integrity and commitment to excellent internal and external customer satisfaction.

45% Daily Operations. Basic operations, services and activities of a recreation program; general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special events; appropriate safety precautions and procedures within the area of assignment.

10% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- 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.
- Make change.

Skill in:

- Use of Microsoft Office Suite programs
- Use of Internet browser software, i.e. Google Chrome

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
HANDS					BODY/TRUNK					OTHER				
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		
ARMS					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		LEGS/FEET					Electrical Hazards		X		
EYES					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		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer
Printer
Telephone

Office Furniture
Fax Machine
Photocopier

Misc. Office Equipment

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MINIMUM QUALIFICATIONS

- Sixteen (16) years of age. Must be minimum of eighteen (18) years of age to drive County vehicle.
- For eighteen (18) years of age or older -Valid 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 background check, 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: 01/24