

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

JULY 23, 2021

PART-TIME RECREATION ATTENDANT

Northampton County is accepting applications for an opening in its Wellness Center (Recreations Department). The Northampton County part-time Recreation Attendant is responsible for assisting with the operation of the recreation center and with programs and special events.

Must possess the ability to work independently and problem solve without direct supervision. Must possess excellent written and verbal communication skills and have knowledge of sports to ensure fair play. Must also possess the ability to work well with the public. Must have the ability to be certified in First Aid, CPR and AED.

This position reports to the Recreation Director.

Education: Graduation from High School or GED equivalent. Minimum of one year of experience in athletics, recreation, a related field, or an equivalent combination of education and experience. Valid Drivers' License. Background check with law enforcement is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT www.northamptonnc.com

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845.

Email applications to: Northampton.HR@nhcnc.net (Subject Line: Part-time Recreation Attendant Application)

Normal Hiring Wage: \$9.00 to \$11.00

Open Until Filled

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED NON CITIZENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.



Northampton County Local Government Job Description Part-Time Recreation Attendant

General Statement of Duties

Under general supervision of the Recreations Department Director, performs responsible administrative work in planning, organizing, implementing, and promotion of programs and recreational activities for the county.

Distinguishing Features of the Class

An employee in this class is responsible for assisting with the operation of the recreation centers and primary programs within the centers.

Duties and Responsibilities

- Assists with managing the physical building when on duty, and possibly managing the building alone if necessary.
- Keeps accurate attendance.
- Answer phone calls when necessary
- Assists during rentals
- Greet all participants and keep an open line of communication with each.
- Familiarize participants of gym rules and regulations.
- Hold patrons accountable when not following gym rules.
- Perform set-up and clean-up responsibilities for the program.
- Communicates hours of operation and ensure compliance.
- Provide first aid supplies to participants injured during activity. Complete accident/incident reports in their entirety.
- Maintain a game wait list when gym is busy.
- Keep supervisor informed of participation numbers.
- Communicates with the Recreation Director on a regular basis to keep an update on activities and any issues that arise during hours of operation.
- Work as a Team Player with co-workers and in conjunction with other departments.
- As needed work the concession stand in a very fast-paced environment. Will greet and service guest taking order and accepting payments, handling cash, debt and credit cards.
- Maintain Grounds.
- Perform other duties as assigned by the Recreation Director.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- General Knowledge of opening and closing the recreation center.
- General knowledge of operational procedures within the recreation center.
- Must possess background and knowledge of sports to ensure fair play.
- Must possess excellent written and verbal skills.

- Must possess ability to work well with public.
- An ability to recognize safety concerns and provide a safe environment.
- Strong communication skills.
- An ability to establish a positive rapport by using tact and discretion with participants.
- An ability to work independently and problem solve without direct supervision.
- Ability to be certified in First Aid, CPR and AED

Physical Requirements

- Must be able to perform the basic life operational functions stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly~ to move objects.
- Must possess the visual acuity to prepare data and figures, operate a computer terminal, operate a motor vehicle and determine the accuracy, correctness and thoroughness of the work or others.

Educational Requirements

Graduation from High School or GED Equivalent. Minimum of one year of experience in athletics, recreation, or a related field, or an equivalent combination of education and experience.

Special Requirement

- Background check with local law enforcement agency required.
- Possession of a valid North Carolina driver's license.

Position Classification

Non-Exempt