

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Part-time Gym Attendant (Position No. 2539)
Salary: Pay Grade 5; Hiring Rate \$13.16 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Will work up to 29 hours per week; Mon, Tues, and Thurs 3pm to 9pm, and alternating Saturdays from 10a – 5pm.
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or state-awarded GED, a minimum of two to six months recreational experience, and working knowledge of Microsoft Office Suite; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, monitors community center and recreation activities of the Leisure Services Department. Duties include overseeing recreation and athletic programs and events; conducting registration; maintaining records and files; collecting monies and providing information. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, various sports and recreation equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Monitors various indoor and outdoor recreation programs, sports and special events.

Opens and closes facility as scheduled.

Maintains knowledge of sports and program rules of play and provides instruction and supervision as needed.

Oversees public use of recreation facilities, greets guests, monitors guest check-in, inspects and issues recreational equipment, etc.

Promotes recreation programs and services. Informs public regarding programs details and registration procedures.

Conducts registration; collects fees and issues receipts, etc. Utilizes computer software to process program and event registrations and facility reservations.

Maintains records and files regarding events/activities sponsored by the department.

Utilizes computer for email correspondence, record filing and for submitting required reports.

Supervises conduct of participants and develops a sense of teamwork.

Alerts Security Officer for intervention when unruly conduct is observed. Prepares reports of misconduct as needed utilizing online software program. Reports incidents to immediate supervisor and provides input regarding suspensions.

Manages recreation areas / facility as assigned; answers telephone, assists patrons and submits necessary work orders utilizing computer software system.

Prepares event and program sites for appropriate activity.

Adheres to safety practices and promotes safety within programming.

Inspects facility and program equipment for repairs and maintenance. Submits work orders using a web-based program or other systems in place. Reports critical needs and emergencies to immediate Supervisor.

Prepares and maintains inventory reports of program supplies and equipment.

Operates department vehicle to transport program equipment and supplies as needed.

Assists with county wide special events and programs as scheduled.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

March 15, 2023
Ad2539b