

**CITY OF ALVA
JOB DESCRIPTION**

TITLE:	Seasonal/Part-Time ARC Attendant
DEPARTMENT:	Alva Recreation Complex
REPORTS TO:	Recreation Director
FLSA STATUS:	Non-Exempt
GRADE:	2
SALARY:	\$8.63/hour – \$11.94/hour

NATURE OF WORK

This position is charged with supervising sports activities for kids; helping with overall park maintenance and general Recreation Park functions. Receives direction from the Director/Assistant, exercise safety, and follow the policies and procedures of the Alva Recreation Complex

ESSENTIAL JOB FUNCTIONS

1. Responsible for mowing and weed eating park under the supervision of full time staff.
2. Keeping trash picked up around ball fields and parking lot area.
3. Working nights and weekends inside or outside in concession/supervising activities scheduled
4. Cleaning up building after tournaments
5. Reports directly to the Recreation Director or Assistant with any problems that arise from day to day operations
6. Performs other work as required or assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

High School education or GED

Must be able to read, comprehend and speak the English Language

SUPERVISORY RESPONSIBILITY

None

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must have a valid Oklahoma driver's license with an acceptable driving record.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow oral and written instruction
- Sufficient experience with sports: softball, baseball, football, soccer, basketball
- Responsible for the general duties of office procedure, answering phones, taking messages, working with the public and other customary duties.
- Ability to deal with difficult people in a highly emotional state effectively and calmly.

PHYSICAL/MENTAL REQUIREMENTS

Ability to understand and follow oral or written instruction; ability to observe proper safety precautions; ability to establish effective working relationships with other employees, supervisors, and the public; ability to maintain socially accepted verbal and appearance standards; ability to assess the job at hand and make necessary changes or corrections keeping in line with standard procedures.

Must have a pleasant personality.

Must be able to perform tasks for prolonged periods in adverse weather conditions.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Major physical inconvenience or discomfort routinely present in the work situation. About 50 – 60% of the time the incumbent is outdoors. Job requires the incumbent to be aware of and observe safe working procedures. Such hazards that are encountered include but are not limited to glass and sharp objects, diseases, hepatitis, hazardous materials, snakes, animals, poison ivy, and other obstacles.