

**SMITHFIELD CITY
POSITION DESCRIPTION**

Position Description: Recreation Leader-Attendant
Supervisor: City Recreation Director
FLSA Status: Non-exempt

POSITION SUMMARY

The Recreation Leader/Front Desk Attendant is a non-benefitted position responsible for controlling the front desk operations, programs and the facilities in the recreation center and other city owned buildings and sports fields. Performs other duties as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Assists the public with membership and program applications
 2. Conducts and supervises recreation programs
 3. Maintains good public relations by being pleasant, courteous, cooperative, and understanding in all contacts and/or discussion with the public
 4. Performs facility and equipment inspections
 5. Enforces the policies as established for the use of equipment and facilities in the recreation center
 6. Performs general office duties
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MINIMUM QUALIFICATIONS

Must have strong public relations skills, and be able to communicate verbally and in writing with supervisor and other employees. Must be organized and have good computer skills. Possess the ability to supervise patrons, programs and sports leagues. Must be trained in first aid, CPR and the use of an emergency defibrillator. The successful candidate will be required to pass a pre-employment drug screen and criminal background check.

PHYSICAL DEMANDS

Ability to work in a standard office environment, and outdoors in all weather conditions; ability to travel to different sites and locations; and ability to cope with stressful situations in a fast-paced environment are essential.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the Smithfield City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. Smithfield City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

SALARY

\$8.50 per hour to start- \$9.00 per hour once fully trained.

Applications: Those interested in applying should submit a completed city employment application and resume to Smithfield City Human Resource Department, Attn: Jane Price, 96 South Main Street, Smithfield, UT 84335 or via email at jprice@smithfieldcity.org

Closing Date: April 30th, 2017