



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Recreation Attendant
DEPARTMENT: Recreation/Public Works
RATE CLASS: Hourly Employee – Full time/Part Time
REPORTS TO: Public Works Director, Recreation Center Supervisor
SHIFT: Flexible- including evenings, weekends and holidays
EDUCATION: High School Diploma or GED preferred. Must have a Texas C Driver's License.
JOB SUMMARY: This position is responsible for general business administration operations and requires the use of independent judgment, initiative, and discretion.

SPECIAL SKILLS: An ability to facilitate positive community relations is required

DUTIES & RESPONSIBILITIES:

- Assist in the operation of the City's Recreation center programs.
- Collect and account for receipts from department programs.
- Assist in the operating activity programs for the community.
- General housekeeping and upkeep of the Recreation Center and pool.
- Assist customers with concerns or complaints.
- Must have good comprehension and communication skills.
- Be a quick learner and be able to apply self to task at hand.
- Self starting individual, who follows instructions, can take charge, shows initiative to see that routine and special projects are followed through and completed in a timely manner without continuous prompting.
- Requires a demonstrated ability to be dependable, organized, flexible and service oriented

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Recreation Attendant and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Employee must be able to pass a physical examination and drug test given by a physician designated by the city. Employee is required to sit, walk, frequently carry objects, occasionally may need to move department equipment or supplies in excess of 50 pounds. Ability to read documents and work on a computer.

Mental: An ability to work well with others as well as the general public is required.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date