

CONEJO RECREATION & PARK DISTRICT

Job Title: Gym Attendant

Division: Recreation & Community Services

Summary:

Under supervision, open, close, and supervise community center according to schedules, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Opens and closes center.
- Assists in set-up and break-down for programs and group activities.
- Assists in maintenance of records and preparation of assigned reports.
- Receives, stores, and issues equipment and supplies.
- Directs proper use and care of assigned facilities and equipment.
- Supervises facility and permit groups' use of facility.
- Assist in conducting classes.

Other Duties and Responsibilities:

- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma or G.E.D required; one year of college desirable; 500 hours of experience in a paid or voluntary position with knowledge of principles, objectives and practices of recreation; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to meet and interact tactfully and effectively with the general public.

Math Ability:

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fraction, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

First Aid and CPR certificates within 6 months of employment. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the environment is moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to stand; walk; and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste, or smell. The employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus; peripheral vision and distance vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Gym Att
JD3012 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.