



JOB TITLE: Rec Center Attendant **GRADE** 3/Step 3
DEPARTMENT: Parks & Recreations **FLSA STATUS:** Non-Exempt
REPORTS TO: Recreation Program Director

GENERAL DEFINITION OF WORK:

Responsible for monitoring recreation classes and rentals, setting up and tearing down of equipment for recreational programs and rentals, and being the point of contact for instructors and patrons utilizing the Community Recreation Centers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Responsible for opening and closing duties for all areas of the Community Recreation Center.
2. Interacting with instructors and patrons on their specific programming questions and needs relating to recreation programs and rentals.
3. Responsible for enforcing recreation center policies and ensuring that participants adhere to the policies during their class participation and rental period.
4. Ensure that the equipment at the Community Recreation Centers is protected from property damage and personal liabilities.
5. Responsible for shift cleaning of equipment, gymnasium floor, bathrooms and office.
6. Responsible for reporting any recreation class or rental issues, equipment issues, and /or other issues that may arise during working shifts.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a full range of motion, such as, but not limited to: climbing, balancing, stooping, crawling, reaching, kneeling, crouching, standing, lifting, pulling, pushing and grasping. Physical activities also include active communicative activities, i.e... Talking and hearing.

EDUCATION AND EXPERIENCE:

1. Must be a minimum of 18 years of age.
2. Possession of an appropriate valid driver's license.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Defined as very active work: exerting force to move objects occasionally and/or in excess of 50 pounds of force on occasion and /or in excess of 20 pounds of force: worker is sitting/standing and/or in motion most of the time.

SPECIAL REQUIREMENTS:

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

tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

SALARY - Grade 3 Step 3 @ \$12.21 per hour

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, September 30, 2021 @ 4:00pm