

## POSITION DESCRIPTION

Position Title: **Temporary Shift Coordinator**  
Department: **Parks & Recreation**  
Division: **Recreation**  
FLSA: **Non-Exempt**  
Retirement: **N/A**  
Effective Date: **September 12, 2019**

### **GENERAL PURPOSE**

Coordinates and supervises the use of the Community Center on a given shift to include operational functions, crowd control, safety and security.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community Center Manager.

### **SUPERVISION EXERCISED**

Provides general oversight to Community Center staff, community service workers, and volunteers working at the Community Center. Responsible for oversight of all patrons/ customers of the Community Center to ensure compliance of all rules and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed).

- Observes behavior of the general public utilizing the Center to determine use of equipment, behavioral problems, violations of established rules, need for assistance, etc.
- Receives visitors, directs to activity location, and answers questions about Center policies and procedures.
- Responsible for the review and accuracy of daily deposits and shift paperwork.
- Continuously monitors the Center to ensure compliance with rules, security, and use of equipment.
- Assists in hosting special events and programs by setting up and taking down tables and chairs, providing electrical sources, defining decoration limitations, disposal of wastes, etc.
- Prepares written reports on incidents, accidents, critical problems, rule violations, problems of employee performance, etc.
- Performs security checks.
- Opens and closes, locks and unlocks facilities as needed.
- Handles emergency situations in absence of Center Manager.
- Assists with cashier/receptionist duties as needed.
- Supervises and helps with set ups of athletic facilities, i.e., volleyball nets, scoreboards, scorer tables, etc.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies. Will perform or assist in accident investigations as needed.
- May perform other duties as assigned.

## **PERIPHERAL DUTIES**

- Performs maintenance duties as needed, i.e., sweeping, vacuuming, dusting, wiping up spills, etc.
- Provide instruction in proper use of weight room equipment.
- Help with Special Events and Activities.
- Helps with room setup and tear down for events and activities.

## **MINIMUM QUALIFICATIONS**

### ***Education, Experience and License/Certification:***

- A. High School diploma or equivalent.
- B. Two years of supervisory experience.
- C. Must be at least 21 years of age.

### ***Necessary Knowledge, Skills and Abilities:***

- A. Considerable knowledge of the equipment, facilities operation and techniques used in the operation of a community center.
- B. Working knowledge of cash registers, computers and word processing; working knowledge of modern office practices and procedures.
- C. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, and the general public.
- D. Ability to communicate effectively orally and in writing.
- E. Ability to resolve conflict situations.
- F. Ability to read and follow a room set-up diagram.
- G. Ability to count money and perform cashier duties accurately.

## **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Must have, or obtain, First Aid and CPR certification within 8 weeks of hire.
- Ability to meet attendance requirements of position, which operates on nights, weekends, and holidays.

## **DESIREABLE QUALIFICATIONS**

Experience in organizing/assisting with special events, conference coordination and use of audio/visual equipment.

Degree in Recreation, Counseling, Education, or related field.

More than two years of experience in supervision of a comparable facility.

## **TOOLS AND EQUIPMENT**

Personal computer, including word processing; cash register; calculator; copy and fax machine; audio/visual equipment; telephone; mobile or portable radio; automobile or pick-up truck.

