



City of Batesville
Job Description
Job Title: Community Center
Attendant (Part-Time)

Exempt (Y/N):

Shift: Variable

Department: Parks

Supervisor: : Recreation Superintendent

Prepared By: Brandon Shrader

Dot Code:

Location: Community/Aquatics Center

Employee Name:

Date: 3-8-2017

Summary: The Batesville Community Center and Aquatics Park is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. The successful candidate will be responsible for the daily operational tasks at Batesville Community Center and Aquatics Park. Responsibilities include, but are not limited to; greeting, helping and registering guests, supervision of some programming and activities as well as general cleaning and upkeep of the facility.

Essential Duties and Responsibilities include the following, but are not limited to:

Greet and direct visitors in person and on the telephone while answering program questions efficiently and accurately.

Maintain and promote excellent guest service relations and open communication with children, parents, patrons and staff.

Point of sale and sales processing.

Responsible for the collection and security of recreation and admission revenues.

Maintain a clean, safe and friendly environment in the indoor recreation areas when assigned.

Maintain a working knowledge of all general and building safety rules including specific knowledge of front desk operations, Facility operations and basic knowledge of fitness and aquatics areas. Enforce safety rules and improve public and employee knowledge by preventing, confronting and correcting unsafe behavior.

Follow and administer department policies, guidelines and crisis management procedures.

Perform other related duties and/or special projects including but not limited to, general cleaning and disinfecting of facility and equipment.

Requirements:

Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and basis.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language.

Working Hours:

The Batesville Community Center and Aquatics Park is looking for variable hours per week. Need to be available for work throughout the week and weekends.

Compensation:

Depending upon experience & qualifications