



City of Gulfport, Mississippi
Job Description

Recreation Aide I - Part-Time

(RA1)(Golf Course)

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised: 10.28.2011

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Recreation Aide will perform routine duties necessary for the orderly operation of a recreational facility. This person will interact with the public to ensure a safe, pleasant, and productive recreational experience.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Serves as official point of contact at the golf course.
- Provides information regarding City sponsored tournaments, leagues, practices or events.
- Coordinates facility reservations for community, organization or citizen events.
- Collects usage fees and issues receipts.
- Maintains attendance records, schedules and verification form.
- Enforces lease contracts, city ordinances and facility rules
- Issues recreational supplies and equipment.
- Explains rules and regulations for use of facilities and equipment.
- Reports accidents or injuries occurring on public facilities to supervisor.
- Responsible for the up keep of the facility to include sweeping/mopping floors, trash removal/disposal, cleaning rest rooms etc.
- Responsible for receiving shipments of equipment and other supplies used by the facility.
- Works directly with tournament promoters and tournament/league directors.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Basic knowledge of recreational activities and rules of various games.
- Knowledge of city and department rules, policies, and regulations.
- Knowledge of standard office equipment.
- Ability to deal with the public on a regular basis in a friendly and helpful manner.

- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments
- Basic knowledge in the usage of office equipment and computer software; word, excel and e-mail.
- Must have the ability to work a schedule that includes mornings, evenings, nights, weekends and holidays.
- Ability to effectively communicate and solve problems and handle emergencies.
- Must have effective writing and oral communication skills.

Education and Experience

High School graduate or equivalent. Must have one (1) year experience in recreational, golf course or customer service experience.

Required Licenses or Certificates

Must possess valid Mississippi driver's license.

Physical Demands and Working Conditions

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

Physical requirements include occasional lifting/carrying of 75+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.