



City of Gulfport, Mississippi
Job Description

Recreation Aide I - PART TIME/SEASONAL
(RA1)

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised:

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The recreational aid is a seasonal part-time position which requires working flexible hours: weekday, weekends and holidays. Must be able to spend long periods of time standing outdoors in various types of weather. The recreational aid provides outstanding customer service by being enthusiastic and professional while providing customers with information regarding special events. The position requires the individual to accurately handle cash transactions for the events.

Essential Job Functions

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

- Provide excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, volunteers and all member of the general public.
- Ticket sales and cash handling experience.
- Provides information regarding City sponsored classes, projects or events.
- Responsible for the up keep of the facility/grounds to include sweeping/mopping floors, trash removal/disposal, cleaning rest rooms etc.
- Responsible for receiving shipments of equipment and other supplies used by the event.

Knowledge, Skills and Abilities

Must posses 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.

- Knowledge of city and department rules, policies, and regulations.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and volunteers.
- Ability to deal with the public in a friendly and helpful manner.
- Ability to provide accurate change to customers.
- Basic knowledge of standard office equipment and computer programs; word, excel and e-mail.
- Must have the ability to work a schedule that includes mornings, evenings, nights and weekends.

Education and Experience

High School graduate or equivalent. One year previous experience in recreational tasks or caring for children preferred.

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.