Town of Merrillville
7820 Broadway
Merrillville, Indiana 46410
(219) 769-5711 • Fax (219) 756-6170

Position: Recreation Attendant
Department: Parks & Recreation
Status: Part-Time, Hourly Position
Salary: $13.00/Hour

GENERAL PURPOSE: The Recreation Attendant will monitor patrons and handle registrations for the facility. This position is under the direct supervision of the Member Services Manager.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- A high school diploma or equivalent is preferred.
- Must have prior customer service skills.
- Must have computer skills.
- Prior experience in fitness centers and recreation is a plus.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain cooperative working relationships with those encountered in the course of work.
- Ability to address the public in a coherent, professional, and courteous manner.
- Ability to multitask and make adjustments accordingly, handle multiple interruptions, properly prioritize, complete tasks, and meet deadlines with limited supervision.
- Reliable transportation is a must.
- Must have scheduling flexibility as this is not a set Monday through Friday position. This position requires flexibility as there will be weekend and/or evening events, tournaments, games, and other programs that will require attendance to ensure these programs run smoothly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Register and check in fitness center members.
- Check-in climbing wall rentals, banquet rentals, room rentals, and program attendees.
- Greet members and non-members into the facility.
- Have members/non-members sign waivers for facility rental and usage.
- File member/non-member agreement documentation.
- Rent locks and keys for lockers.

- Supervise fitness center members using the facility. Monitor fitness floor age-appropriate access. Assure that the equipment is being used properly. Report any abuse or injuries to the immediate Supervisor.
- Monitor whether the parent & child are together in the building.
- Keep equipment clean. Report any incidents or problems with any equipment to the immediate Supervisor.
- Report all needed supplies to the immediate Supervisor.
- Answer phones and provide clerical support.
- Provide information about available services to the general public.
- Respond to general questions and complaints, and forward major complaints or questions to the immediate Supervisor.
- Personal cell phones are not allowed in your work area.
- Completes necessary paperwork accurately and timely.
- Assist in the setup and breakdown of rentals, banquet hall, and room rentals.
- Notify the immediate Supervisor of any item of value left at the Dean and Barbara White Community Center to receive instructions on where the item is to be stored or delivered.
- Performs other activities and duties, as needed, that maintain the ongoing health and well-being of our staff and members. Including but not limited to housekeeping and sanitation throughout the Dean and Barbara White Community Center.
- Performs other duties as assigned by the Parks & Recreation Superintendent, the Assistant Parks & Recreation Superintendent, and the Member Services Manager.

SPECIAL REQUIREMENTS:

- Must be able to pass a background check and a drug screening.

PHYSICAL DEMANDS: 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.

- Must be able to operate a multi-line phone system.
- Must be able to sit and work at a workstation for extended periods.
- Must be able to use a computer, copier, fax, scanner, and two-way radio.
- Must be able to bend, squat, sit, stand, and walk.
- Occasionally lift and move objects weighing up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The job is generally performed in a climate-controlled, smoke-free environment.
- The noise level in the work environment is usually moderate, but there will be occasions when the noise level is loud to extremely loud.

An Equal Opportunity Employer
The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.