

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform a variety of simple, routine duties as assigned. Incumbents may be assigned to a specific position, in an office, in the field, or at Westchester Medical Center, performing a variety of tasks related to or supporting recreation and/or park activities, operations or maintenance. Incumbents may be expected to work various shifts including weekends and evenings. Supervision is not a responsibility of this class, although guidance may be provided, to subordinate staff or volunteers, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains order among active participants and/or spectators during events by enforcing the appropriate regulations;

Issues and collects equipment, supplies, etc.

Attends workshops and performances as scheduled;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

May perform other incidental tasks, as needed;

When assigned to the Department of Parks and Recreation:

Promotes safe facility use by observing and reporting unusual situations or illegal incidents, directing traffic, etc.;

Assists in the upkeep of indoor and outdoor facilities by performing functions such as landscaping, maintaining, repairing, cleaning, etc.;

Assists staff in park, interpretive site, environmental and/or wildlife preservation activities by leading or assisting in leading group activities for the visiting public as designed by program staff;

Performs routine manual labor;

Collects fees, makes change, gives admission tickets and receipts, balancing accounts.

Locks and unlocks doors and permits only authorized persons to use facilities;

Acts as timekeeper or scorer in athletic events;

Participates in theater group workshops and activities;

Performs routine office, clerical and financial recordkeeping functions;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Takes part in acting, writing, improvisation, health education and performance exercises and activities;

Receives visitors by phone or in person and provides required information;

When assigned to Westchester Medical Center:

Assists in the conduct of activity programs for the residents of Taylor Care Center, such as games, bingo, exercises, table bowling, music and movement, etc.

Prepares craft materials for resident's projects;

Socializes with residents in the Activity Workshop or on a one to one basis with isolated residents;

Assists with the transport of residents to programs and special functions;

Accompany residents on trips;

Serves coffee and cleans up in the Activity Workshop;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Ability to read and write and keep simple records; ability to follow instructions to complete routine tasks such as routine recreation program duties, laboring assignments, housekeeping assignments and clerical assignments; familiarity with crafts, games, and other program activities; familiarity with common hand tools such as shovels, hammers, pruners, etc.; ability to follow directions and to understand instructions both oral and written; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum qualifications.