

GREATER VALLEJO RECREATION DISTRICT

COMMUNITY CENTER MONITOR (P/T)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Job Definition

Under general supervision prepare Community Centers for use by the general public or District, monitor scheduled activities to ensure compliance with District regulations, provide information to the general public; and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Coordinator. Supervise other part-time staff such as Recreation Leader.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Ensure rooms are clean and free of safety hazards. Set up and take down of tables and chairs and clean "before" and after.
2. Assist renters, visitors, and tenants with equipment setup and general service requests.
3. Secure facility for opening, closing and locking, as well as alarm the center when required.
4. Communicate with general public, program participants and other community groups to monitor scheduled activities and ensure compliance with District regulations; enforce regulations as necessary. Assist user groups; provide emergency assistance as needed.
5. Inspect building and perform custodial functions.
6. Perform office duties such as answering the phone, providing rental information, processing required forms/reports, conducting facility tours and performing tasks assigned by the Recreation Coordinator.
7. Operate PEAK computer registration program for classes and events including processing the financials and payment receipts for class registration from students, or instructors, and facility reservation payments for pending events.
8. Checks and verifies daily activities schedule to verify reserved rooms/buildings for customers.
9. Work with contracted services such as security company, instructors and other District staff.
10. Respond to emergencies, notify emergency medical services and/or law enforcement personnel when necessary.

11. Identify, enforce, and adhere to health, safety, and other regulations; report safety and sanitary hazards.

QUALIFICATIONS:

Knowledge of:

1. Operational methods, material and equipment used in custodial duties.
2. Standard office procedures and safe work practices.
3. Customer service skills.
4. Office computer system programs and knowledge of online software such as Peak or other online registration program

Ability to:

1. Interact effectively with diverse groups of people and respond to sensitive situations.
2. Prepare clear and concise reports
3. Work independently in the absence of supervision.
4. Communicate clearly and concisely, both orally and in writing.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Perform custodial duties.
7. Perform facility set up and take down including lifting and stacking multiple tables and chairs as stated on Facility Set up diagram.
8. Work irregular hours including nights, weekends and holidays.
9. Complete financial invoices and make financial deposits.

Experience and Education Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Minimum one year general custodial and customer service experience

Education:

Graduation from High School or equivalent

WORKING CONDITIONS

Environmental Conditions

Office and community center environment; exposure to potentially hostile participants.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for lifting, stooping, bending, kneeling, and sitting or standing for prolonged periods of time as follows:

Standing: up to 2/3 of working time;

Walking: up to 2/3 of working time during events;
Sitting: up to 1/3 of working time;
Lifting up to 25 lbs: over 2/3 of working time;
Lifting over 25 lbs: up to 1/3 of working time;
Climbing /balancing: up to 2/3 of working time;
Stooping, kneeling, crouching, crawling: up 1/3 of working time;

Age Requirement: 21 years old.