



# Part-Time Recreation Associate Addison Athletic Club

## ABOUT THE POSITION

Under direct supervision of the Recreation Supervisor to assist in the activities and operations of the Addison Athletic Club. Specific, detailed guidelines or instructions covering all important aspects of the assignment are provided either verbally or in writing. The incumbent is required to work in strict adherence to the guidelines and any deviation must be authorized by the supervisor. Position includes regular contact with the public in structured situations that dictate polite and courteous behavior, and considerable tact.

## MINIMUM QUALIFICATIONS

**Education/Experience:** High School diploma or equivalent. Six months work experience in a setting with heavy public contact.

**Knowledge, Skills, and Abilities:** Must be able to interact cheerfully and pleasantly with fellow employees and club members, both adults and children, and communicate tactfully and diplomatically. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

**Certification:** Certified in Cardiopulmonary Resuscitation (CPR) and First Aid. Fitness experience preferred. Position requires a valid Texas driver's license.



## SALARY INFORMATION

Hourly range: \$14.39-\$17.99

## ATTENDANCE REQUIREMENTS

We are seeking a Part-Time Recreation Associate to work the following hours for the morning schedule:

**Monday through Friday 5:15am to 9:15am**

## APPLICATION PROCESS

To apply for the **Part-Time Recreation Associate** position, please complete an Addison Employment Application online at [www.addisontexas.net](http://www.addisontexas.net) and submit a letter of interest and resume.

# ESSENTIAL JOB FUNCTIONS

- Opens and closes facility; sets up athletic equipment and video equipment; launders and folds towels.
- Greets members as they enter the fitness area with a smile and hello.
- Enforces rules and regulations of the facility for the safety and welfare of the members.
- Answers telephones and provides information about the Athletic Club guests and callers.
- Records facility reservations and maintains schedule logs.
- Ensures policies and procedures are followed at all times; handles emergencies if they develop.
- Cleans and sanitizes exercise machines, benches and accessories; vacuums, dust mops, mops and sanitizes fitness floor per set schedule.
- Checks exercise machine after each use for cleanliness and cleans as necessary.
- Organizes all accessories and replaces pedal foot straps on machines as necessary.
- Reports equipment problems to the Fitness Coordinator; assists members with questions on fitness equipment.
- Performs minor maintenance as directed by the Fitness Coordinator or Recreation Supervisor.
- Reports larger maintenance problems to supervisor.
- Distributes and collects athletic equipment; monitors grounds and facilities to ensure proper usage is maintained.
- Restocks paper towels, cleaning solution, hand sanitizer, and empties trash.
- Inputs and retrieves computer data; assures adequacy of desk supplies and equipment inventory.
- Collects monies; prepares receipts and cash reports; maintains resale inventory and control records.
- Fills in at the Children's Activity Center when required.
- Offers support for recreational, civic, and cultural activities in which the Town participates; performs various related tasks as directed.



# WORK ENVIRONMENT-PHYSICAL REQUIREMENTS

Incumbent must be flexible since hours may change with demand for services. Works holidays and weekends; may occasionally be alone in facility. Rolls 8-foot volleyball standards weighing up to 100 pounds and sets up for use. Lifts equipment, furniture and supplies weighing up to 50 pounds and sets up in area of activity. Position requires standing, bending, crouching, walking, twisting upper body, reaching, pulling and lifting. Noise level in Club may be loud because of racquetball, exercise equipment, various pumps and appliances. Work is performed both indoors in an air-conditioned environment and out-of-doors, subject to weather conditions.

