

# TOWN OF MILFORD - JOB DESCRIPTION

Recreational Admin Assistant -

<b>JOB TITLE:</b>	Seasonal	<b>Grade Level:</b>	2
<b>CLASSIFICATION:</b>	Non-Exempt		

<b>Job Description:</b>	Under the general supervision of the Admin Coordinator or Recreation Director, provides administrative support for recreation programs and operations.
<b>Accountability:</b>	Reports to the Admin Coordinator or Recreation Director.
<b>Equipment Used:</b>	Computer, phone, and other office equipment, pool pass system, cash drawer, mobile communication equipment and registration and scheduling software.
<b>Environment:</b>	<b>Inside:</b> <u>90</u> % <b>Outside:</b> <u>10</u> %

## Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> <li>1. Manage the pool front desk making sure the door is always staffed. Take registrations, photos and make ID cards using recreation software. Process payments, monitor swipe card system, update database for pool tag check in and lesson rosters.</li> <li>2. Responsible for registration of programs and activities.</li> <li>3. Maintain and update recreation software database system of participants and registrations.</li> <li>4. Collect registrations forms ensuring they are complete with permission slips, waivers, and payment. Process registrations including entry into database and filing.</li> <li>5. Serve as point on contact for the public, program managers and participating organizations.</li> <li>6. Maintain effective public relations with users of the recreation facilities.</li> <li>7. Enforce recreation rules and regulations.</li> <li>8. Routinely adheres to and maintains a positive attitude towards Town and Department goals and performs other related work as required.</li> <li>9. Performs other related duties as required.</li> </ol>
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## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

### PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Rarely
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Rarely
CARRY over 50 lbs.:	Rarely
REACH above shoulder height:	Frequently

### OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently
Bending:	Frequently
Crawling:	Rarely
Squatting:	Frequently
Kneeling:	Frequently
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently

### WORK SURFACE(S)

REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

Wet and slippery surfaces around the pool and locker room.

#### HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Occasionally
Fingering:	Frequently
Controls and Equipment:	Frequently

#### DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	1-2	5-6
Stand	1-2	2-3
Walk	1	2-3

Controls & Equipment: computer, calculator, phone

### Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others and instructing patrons, Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to patrons
Sight:	Necessary to perform job effectively to observe patrons.
Tasting & Smelling:	Necessary for identification of chemical levels.

### Specific Vocational Preparation Requirement(s):

	Short demonstration only	Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days	181 days to 1 year	X	1 to 2 years
	2 to 4 years	4 to 10 years		Over 10 years
<b>Required:</b>	<ul style="list-style-type: none"> <li>• Computer proficiency, communication, and organizational skills.</li> <li>• Ability to establish and maintain effective relationships with the public, management, and co-workers.</li> <li>• Ability to communicate effectively with various age groups and the public.</li> <li>• Successful completion of a criminal records check.</li> </ul>			
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Prior computer experience beneficial.</li> <li>• Possess alertness and apply commonsense in dealings with situations as encountered.</li> </ul>			
<b>Supervisory experience:</b>	n/a			
<b>Licensure/Certification Requirements:</b>	n/a			
<b>Other Training, and/or related Skills</b>	n/a			

### Summary of Occupational Exposures:

<b>Summary of Occupational Exposures:</b>	<ul style="list-style-type: none"> <li>• Sun radiation! <b>Wear sun block.</b></li> <li>• Chemicals used for the pool.</li> <li>• Ground fertilizers.</li> <li>• Hot/Cold weather.</li> <li>• Cleaning fluids.</li> <li>• Blood borne pathogens.</li> </ul>
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### Other Considerations and Requirements:

**Other Considerations and Requirements:**

- Ability to work evenings and weekends if necessary and commit to a 10 week season.
- The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.**

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**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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