



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Gym Attendant</p> <p>Classification-Series: Recreation Program Associate I</p> <p>Occupational Grouping: Labor & Trade Services</p> <p>Organizational Unit: Recreation</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Non-Exempt, Seasonal PT 25-30 hrs/wk</p> <p>Union - Grade: Non Union – Grade 2</p> <p>Primary Job Location: McConnell Center, 61 Locust Street</p>
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JOB SUMMARY: Performs responsible work in the operation of a municipal gymnasium and weight training facility. This is a seasonal, part-time position, which would include working nights and weekends.

ACCOUNTABILITY: Operates under the direction of the Assistant Recreation Director. Work is completed with some degree of independence and is evaluated by inspection of work upon completion.

SUPERVISION EXERCISED: Supervises the general public and/or patrons of the McConnell Center facility by enforcement of the McConnell Center Rules and Regulations in assigned area of work.

TYPICAL EQUIPMENT USED: Computer; cash register; telephone; copy and facsimile machines; process control instruments and controls; athletic and weight training equipment.

TYPICAL WORK ENVIRONMENT: Inside: 90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Collect fees for memberships, activity registrations, and daily facility use.
2. Respond to public inquiries about recreation programs made by telephone, correspondence, or in person. Promote interest and provide information regarding recreation programs to other recreation officials, community service groups, other departments, and the general public.
3. Perform a variety of miscellaneous duties such as answering phone, receiving activity registrations, entering information into computer facility programs, checking memberships, collecting fees, checking groups in and out of meetings and general supervision of building.
4. Perform custodial and maintenance duties as needed or requested of the gymnasium and building facility.
5. Open and close assigned recreation facilities. Provide security for gym facilities to include weight/cardio rooms, locker rooms and meeting rooms.
6. Possibly lead and officiate various sport programs if knowledgeable in them. Operate scoreclock.
7. Maintain equipment and supplies at a level consistent with budget.
8. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
9. Maintains familiarity with and executes safe work procedures associated with assigned work.
10. Perform related work as required

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hour Stand: 2 hour Walk: 2 hours</p>	<p>TOTAL HOURS: Sit: 3 hours Stand: 3 hours Walk: 2 hours</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required to detect odors that may indicate leaks, faulty equipment, controls, etc.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; table; courts; carpeted floor; computer work station; tile, wood and concrete floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls, monitoring, measuring and metering devices, and scoreclocks; vehicles, key board, mouse pad and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Solvents; paint; cleaning fluids and compounds. Exposure to weather and temperature; prolonged exposure to sun; may be exposed to bloodborne pathogens and communicable diseases.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of sports, recreation and leisure activities for all ages. Demonstrate oral and written communications skills. Ability to follow oral and written orders, directions and instructions and abides by the rules and regulations of the department. Skill in counting money and giving change. Ability to effectively express ideas in oral and written form. Ability to lead and instruct others in techniques and methods used in various work activities. Good physical condition.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Previous experience in related field or job involving public relations with emphasis in recreation, physical education or a related area, cashiering. Certification in First Aid, CPR/AED desirable.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Position has flexible hours. Said schedule will be varied based on season and needs. Recreation and Parks or Physical Education majors will gain extensive on-the-job training from the position.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised:10/24/11