

CITY OF CROWLEY RECREATION CLERK (PT)

Pay Grade: 106

FLSA: Non-Exempt

Pay Range: \$14.07

JOB SUMMARY

Under supervision of the Recreation Coordinator performs a variety of duties in support of Recreation Center operations to include, but not limited to front desk reception and recreation programs; responds to questions and inquires from the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Assist with front desk/reception to receive calls, greet and direct visitors.
- Assists in planning and conducting recreation activities for a comprehensive recreational program including arts and crafts, sports or children's games.
- Assists in keeping daily attendance records and reporting accidents.
- Responds to inquiries regarding citizen activities and matters and helps resolve any problems or complaints.
- Communicates effectively with the participants, parents, staff members and general public; provide information and assistance regarding program guidelines, regulations and policies.
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Assists the public with questions requiring knowledge of policies and procedures and other functions.
- Excellent public relations skills.
- Working knowledge of municipal operations preferred; modern office administrative practices and procedures.
- Must have excellent organizational and problem solving skills.
- Must have excellent English usage, spelling, grammar, punctuation; excellent communicative skills, both oral and written; computer operation skills to include MS Office; work well under pressure; plan, organize and prioritize multiple work assignments; maintain a friendly and pleasant demeanor at all times.
- Light to moderately heavy lifting; agility to perform activities in assigned areas.
- Hours to include weekends and evenings.
- Regular and reliable level of attendance.

EDUCATION, EXPERIENCE AND CERTIFICATION

- High School Diploma or GED required.
- Valid Texas Driver's License required.
- Some experience working in a recreational environment is preferred.
- Possess or ability to obtain within 6 months CPR certification.