

# **CITY OF CROWLEY RECREATION CLERK (PT)**

**Pay Grade: 106**

**FLSA: Non-Exempt**

**Pay Range: \$14.07 - \$20.62 Hr**

## **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**

- 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.
- Performs other related work as assigned by Recreation Coordinator.

## **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 is 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.