

Job Descriptions

JOB TITLE: Centers Monitor

PRIMARY PURPOSE:

To assist staff in the monitoring and operations of center activities and to assist facility users as needs arise.

SUPERVISION:

Under the direct supervision of the center coordinator, recreation supervisor, and/or health and wellness director.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Perform basic desk attendant duties including minor administrative skills such as copying, faxing, filing, answering phones, understand and complete forms, handle cash, checks, credit cards, etc. as assigned.
2. Observe and enforce center activities, as well policies.
3. Perform general housekeeping duties as the need arises to ensure a constantly clean environment throughout the center.
4. Observe facility user activities and assist as the need arises.
5. Promote safety and healthy lifestyles.
6. Ability to appropriately respond to both emergency and non-emergency situations should they arise.
7. Sets up / take down of equipment, tables, chairs, etc. as needed for various center activities.

IMPORTANT FUNCTIONS:

1. Develop and utilize computer skills specific to the center's operations.
2. Demonstrate professional development.
3. Assist in planning and scheduling of programs and activities.
4. Be knowledgeable of center daily schedules and activities.
5. Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills and abilities:

1. General knowledge of health, fitness and recreation principles, procedures and techniques.
2. CPR/AED certification.
3. Basic knowledge of first aid skills and procedures.
4. Computer literacy.

Essential Qualities

1. Excellent interpersonal skills.
2. Excellent communication skills.
3. Self motivated.
4. Willingness to learn.

Physical Requirements

Housekeeping and light maintenance including equipment set-up and breakdown which will entail bending, pulling, pushing and lifting. Extensive walking and standing throughout shift.

Working Environment

Both indoor and outdoor working environment. Primarily indoor with extensive personal contact and communication. Minimal environmental extremes.

Licensing/Certification

1. CPR/AED Certification from a nationally recognized association/organization.

Miscellaneous Requirements

Subject to working weekends, holidays and evening hours. Must have flexible schedule. Will be required to pass drug test and background check as required by the City of Springfield.