

Recreation Gym Attendant

The Town of Signal Mountain is accepting applications for the position of Recreation Gym Attendant.

Position Summary: Under the direction of the Recreation Director, responsibilities include monitoring Town gym, complying with Town safety rules and regulations, maintenance and cleaning of gym and other duties as assigned by the Parks/Recreation Director. Applications may be obtained by mail by calling (423) 886-2177 or online at www.signalmountaintn.gov. A signed application and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 4:30p.m. Friday, April 29, 2016. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.

**Town of Signal Mountain
Position Description**

**Title: Recreation Aide
Division/Department: Recreation**

Purpose:

Employee serves as an aide in the Town gym and other recreation facilities and is responsible for ensuring the safety of patrons, activities and equipment. This position is under the supervision of the Recreation Director.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Monitor the Town gym and other recreational venues to ensure the safety of the general public.

Ensure compliance with Town safety rules and regulations by the general public and take corrective action as required.

Prepare incident and accident reports for supervisor.

Participate in maintenance and cleaning of gym, equipment, and other facilities as needed.

Other duties as assigned.

Required Knowledge and Abilities:

Knowledge of departmental functions, rules, regulations and procedures.

Knowledge of gym equipment, other recreational equipment, and safety procedures for use.

Ability to instruct and oversee patrons using gym equipment.

Ability to establish and maintain an effective working relationship with the public and other employees.

Equipment:

Playground, sports, and recreation equipment.

RECREATION AIDE

Educational Requirements:

High school diploma or equivalent.

Experience Required:

Less than one year.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

Interview or discuss detailed information frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within my department – daily

With employees in other departments – weekly

With employees in other organizations – weekly

With the public – daily

Planning & Scheduling:

Very limited – little opportunity to plan or schedule own activities.

Difficulty of Work:

Work involves a variety of routine tasks performed in accordance with established and prescribed procedures.

Assignment of Work:

Close supervision with frequent checks.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Working Conditions:

On average 40 percent standing, 40 percent walking, and 20 percent sitting. Approximately 40-60 lbs. may be required lifting.

Lifting frequency – frequent

Bending – frequent

RECREATION AIDE

Pushing and/or pulling loads – frequent

Reaching over head – some

Kneeling – some

Crawling – none

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – none

Attention to detail – frequent

Monitoring equipment – very frequent

Detailed inspection – very frequent

Transcription/proofreading – none

Adverse Conditions:

Exposure to temperature extremes – frequent

Dangerous equipment – none

Chemicals – none

Noise – some

Physical effort/risk – some

Rev. 12/17/10