



**Job Description**  
**Recreation Building Lead**  
**FLSA Status Part-Time**

**MISSION STATEMENT:**

As the heart of the community, the Eaton Area Park & Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

**SCOPE OF POSITION:**

The Recreation Building Lead position is an integral part of the Eaton Area Park & Recreation District and is responsible for the on-site supervision and management of recreation facilities, services, programs, and events. The Recreation Building Lead will serve as a manager on duty in the absence of full-time administrative staff, providing oversight and leadership to part-time staff and volunteers.

The Recreation Building Lead is expected to work under minimal supervision, exercising sound judgment and effectively serving all areas of the recreation facility as assigned.

Supervision Received:	Works under the direction of the Guest Services Coordinator
Supervision Exercised:	Supervises hourly staff
FLSA Status:	Non-Exempt
Wage Range:	\$20.00-\$23.00/Hr Part-Time
Hours/Week:	24 - 28 hr/week
	M-Th: 5:15-9:15pm
	F: 5:15-8:15pm
	Weekend availability

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs regular and routine duties in the day-to-day operations of the Eaton Area Community Center, which includes, but is not limited to front desk, childcare, aquatics, fitness, athletics, facilities and community rooms.
- Actively assess rules, policies and risks throughout the facility and take proactive steps to ensure all policies are followed and risks are mitigated.
- Deliver prompt and professional solutions to both external and internal customer inquiries through face-to-face, phone, and email interactions.
- Provide quality service through the development of relationships with facility users, program participants, community members, District employees, and numerous partner organizations.
- Enforce facility regulations, policies, and procedures; positively represent the District in interactions.
- Resolve program issues within established guidelines in a timely manner.
- Perform set-ups and take-downs for events and rentals.
- Learn and use recreation management software.
- Provides exceptional guest service and answers guest questions in person and over the phone.
- Maintains frequent communication with staff within the department and reports any issues/concerns with inventory, facility conditions, policies, and incidents to supervisory staff as needed.
- Takes the lead on corrective action as well as creates plans for process or personnel improvement as necessary.

**COMMUNITY**

**OPPORTUNITY**

**TRUST**



- Conducts facility tours, educating community members and partners about the District.
- Maintains supplies and equipment inventory, checking out equipment as requested.
- Performs all other job-related duties as assigned.

## **QUALIFICATIONS:**

### **Education and Experience:**

- High school diploma or GED.
- One year of related work experience or training preferred.
- An equivalent combination of education and experience may be considered.
- Must be 18 years or older.
- Must successfully pass all required employment screens that may include but not be limited to:
  - Drug screen
  - Criminal Background Check

### **Necessary Knowledge, Skills and Abilities:**

- Ability to obtain CPR, AED, and First Aid certifications within 3 months of hire.
- Ability to obtain Bloodborne Pathogen certification within 3 months of hire.
- Valid Colorado driver's license with acceptable driving record for the past three years.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Basic knowledge of equipment needed in community recreation programs including non-licensed childcare.
2. Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies, including safe food handling procedures and childcare safety.
3. Ability to provide outstanding customer service to a diverse guest population in a fast paced, high energy environment.
4. Ability to establish and maintain effective working relationships with supervisors, peers, and District staff.
5. Ability to follow directions and enforce all rules, regulations, and policies.
6. Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
7. Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
8. Ability to recognize safety hazards and sanitation issues and to notify supervisors.
9. Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and recreation staff under stressful circumstances.
10. Ability to perform first aid, CPR, and other medical attention as needed.
11. Ability to safely operate a variety of recreation related equipment.
12. Ability to set up and tear down equipment for scheduled activities and special events.
13. Demonstrate skill in the use of standard office equipment, computers and various application programs including recreation related specialty software applications.



#### **EQUIPMENT AND VEHICLES USED:**

- Computer skills including word processing software, calculator; copy, scan, and fax.
- Operate multi-line phone system, and portable radio.
- Employees will be required to operate District vehicles. The District will obtain motor vehicle records upon offer of employment. A driver's license must be maintained as a condition of continued employment. Employees must maintain a driving record which meets the standards of the District insurance policy.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.



## **JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have reviewed the Recreation Building Lead job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodations. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_