



EAPRD Job Description
Play Place – Guest Service
Part-Time

MISSION STATEMENT:

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

SCOPE OF POSITION:

Perform regular and routine duties in the day-to-day operations of the Eaton Area Community Center, with focus on Child Watch area. Employees are responsible for the care and well-being of the children while in Child Watch.

Supervision Received:	Works under the direction of the Guest Services Coordinator
Supervision Exercised:	None
FLSA Status:	Non-Exempt
Salary Range:	\$14.50-\$15.54/Hr Part-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below list is intended to be an illustrative of the responsibilities of the position and not all encompassing. The management team may change these duties at any time.

- Responsible for maintaining the safety, cleanliness, and general upkeep of the Child Watch area.
- Adhere to internal policy and procedures to ensure the efficient and safe operation of our Child Watch area.
- Passion for children of all ages.
- Ensure all guests and children feel welcome by greeting them by name and saying a friendly goodbye when they leave.
- Supervise and engage children in a positive manner, ensuring children are participating in fun, positive and entertaining activities.
- Follow the checking in and out procedure to ensure the safety of children.
- Provide excellent Guest Service and answer guest questions in person and over the phone.
- Always maintain head count of children.
- Obtain needed waivers from parents when needed.
- Attends and participates in staff meetings and training.
- May assist in training new staff.
- Reports any issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- High school diploma or GED preferred.
- One year of related work experience or training preferred.



- An equivalent combination of education and experience may be considered.
- Must be 16 years or older to work in childcare.
- 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.

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, chaotic environment.
4. Ability to establish and maintain effective working relationships with supervisors, peers, and District staff. Included is the ability to follow directions and demonstrate professional behavior.
5. Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
6. Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
7. Ability to follow and enforce all rules, regulations, and policies. Ability to recognize safety hazards and sanitation issues and to notify supervisors.
8. Ability to remain composed in emergency situations, make sound judgment and work effectively with guest and other recreation staff under stressful circumstances. Ability to perform first aid, CPR, and other medical attention as needed.
9. Ability to safely operate a variety of recreation related equipment. Ability to set up and tear down equipment for scheduled activities and special events.
10. Demonstrate skill in the use of standard office equipment, computers and various application programs including recreation related specialty software applications.

EQUIPMENT AND VEHICLES USED:

Personal computer, including word processing software; calculator; copy, scanner, and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

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. Graded based on intensity of instruction (Level 1,2,3).



Signature Page

Applications received after this date may be reviewed on a weekly basis as needed until the position is filled.

Position open until filled.

I understand the above description of Play Place position. I also understand that all of the duties are not descriptive about and that I will perform those above and other related duties as directed by the Board of Directors.

Name (Printed): _____ Date: _____

Signature: _____