



BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

Job Title: Whiting Center Recreation Aide 1 (Nights and Weekends)

Reports to: Under the direction and supervision of the Recreation Manager.

Supervises: All Property Owners and their guests, including children in the Facility.

Classification: Part-time (1-19 hrs/week); Hourly, Non-Exempt

Salary: \$11.00/hour

Education and/or Experience

- Meet requirements of age and grade point average to achieve a work permit.

Job Knowledge, Core Competencies and Expectations

- Needs to strive for good customer service skills and maintain good public relations.
- Must pass required pre-employment drug test and background check.
- Must possess basic computer skills.
- Must be self-motivated, and willing to take instruction and direction.
- Must be able to work evenings and weekends.
- Have basic knowledge of sports programs, arts and crafts, and general office duties.

Job Summary (Essential Functions)

Assist in the operation of the Whiting Center and sports leagues; staffing special events, and off site events.

Job Tasks/Duties

- Check Amenity Cards/ Passes of all entering the Whiting Center or reserving any facility through our office. Enter all patrons into the IBS system, verifying eligibility.
- Use correct cash handling policies and IBS procedures.
- Maintain a safe and clean environment within our Facility; cleaning, organizing, and directing the children to ensure this.
- Interact with the children in the Facility or programs as directed by supervisors.
- Provide supervision for all ages to comply with rules set down by the Association.
- Assist in running and coordinating sports activities and/or leagues as directed by Rec Aide 2's or the Athletic Director.
- Encourage good sportsmanship and group activity participation.

- Take campground reservations, check campers in and collect fees. Maintain all proper campground paperwork.
- Assist with office duties, including but not limited to; answering the phones, fishing and boat permits, equipment rentals, league and event registrations, facility use requests, and range reservations.
- Monitor the weight room for safe and correct use. Clean areas as needed to maintain safety.
- Responsible for opening and closing procedures as scheduled.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures of staff.

Licenses and Special Requirements

- Needs a current work permit as required by Kern County if under 18 or in High School.

Physical Demands and Work Environment

- Be able to lift and carry 50 lbs.
- Continuous repetitive motions.
- Noisy (children, sports, and equipment) environments.
- May be required to work outdoors in hot environments.

Standard Specifications / Disclaimer

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Signature of Employee Date:

Signature of Department Mgr. Date: