



POSITION OPENING

Recreation Attendants—Seasonal

Position(s): Recreation Attendant (Seasonal):

- Help and facilitate community events
- Summer Recreation & Sports Programs

Hours: Varies based on department needs

Wages: Starting Rate: \$15.50/hour

Job Description: Attached--- Qualifications AND
SPECIAL REQUIREMENT FOR APPOINTMENT(Must provide copies): **Must be 16 years of age by 7/1/2025.**

To Apply:

Submit Ontario County Application Under Current Vacancies-Seasonal:

<https://ontario-portal.mycivilservice.com/>

Click “City of Geneva-Recreation Attendant”

Posting starts March 1st through June 30, 2025

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work performed under general supervision, with specific instructions provided, assisting in the conduct of various recreation activities or for the care of a recreation facility while in use. The position involves responsibility for the orderly assignment of facilities, the collection of tickets and fees, the issuing and collection of equipment, the orderly conduct of participants and the maintenance of facilities. Supervision is not a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the conduct of activities at a recreation complex or other physical facility;
Fills out membership cards;
Permits only members to use a facility;
Maintains and prepares courts, fields, facilities, etc. by rolling, watering, brushing tapes, putting up nets, bases, marking courts, cleaning up, cuts grass, picks up rubbish, etc.;
Enforces regulations and maintains order at playgrounds and facilities;
Cleans and disinfects locker rooms, bathrooms and related recreation facilities;
Supervises use of tennis court;
Keeps simple records and makes reports;
Assigns courts and other facilities;
Issues recreation supplies and equipment;
Locks and unlocks doors, gates;
Collects tickets and admission charges, accounts for same and turns over to proper authority;
Distributes refreshments;
Assists in decoration of area or facility;
May maintain, repair and paint equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to follow directions; ability to perform light manual labor; the ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

ADOPTED: SEPTEMBER 19, 1979

REVISED: SEPTEMBER 13, 2018

CIVIL SERVICE CLASSIFICATION: LABOR

O.C. job specification for Recreation Attendant accepted and adopted by the City of Geneva 9/13/2018.