

CITY OF FREMONT
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Open Gym Attendant	Position Title:	Open Gym Attendant
Class Number:		Employee Name:	
Dept./Division:	Recreation	Civil Service Status:	Classified
Reports To:	Recreation Facility/Program Supervisor	Employment Status:	Part-time
Pay:		FLSA Status:	Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of or actively working toward completion of secondary education, plus related previous work experience; or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

First aid and CPR certifications.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, miscellaneous office equipment, hand tools, cleaning equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: works with and around standard office equipment; works with and around athletic equipment; may work under adverse weather conditions; may occasionally be exposed to unruly members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responsible for facility/room set-ups, tear down and cleaning for programs, events and rentals.
2. Responsible for keeping flow of courts and supervision of assigned activities.
3. Assists members of the public with questions and/or concerns; checks participants for passes and age requirements.
4. Maintains cleanliness of facilities and work areas.
5. Maintains required licensures and certifications.
6. Demonstrates regular and predictable attendance.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: recreation programs; park and recreation facilities, equipment and supplies; athletics; recreation management and administration; public relations; organizational goals and objectives*.

Skill in: administering first aid and CPR.

Ability to: follow directions; interpret policies, rules, and regulations; communicate effectively; develop and maintain effective working relationships; perform routine custodial and light labor tasks; prepare routine reports; record and maintain accurate information.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)