



JOB ANNOUNCEMENT
General Public Vacancy

OPEN DATE: June 5, 2024

CLOSE DATE: Until Filled

JOB TITLE: Recreation Specialist

PAY RATE: \$14.00/hr

DEPARTMENT: Parks & Recreation

DIVISION: Recreation

SUMMARY:

Welcomes guests and greets people who visit the Recreation Center. Coordinates front-desk activities, including distributing correspondence, answering questions and redirecting phone calls. Have a pleasant personality, as this serves as a customer service role. Front desk professionals are to be proficient in computer software. Provide supervision in the Fitness Center and swimming pool area as needed. Enforces facility policies and procedures to ensure the safety of all individuals utilizing the facility.

DUTIES AND RESPONSIBILITIES:

- Provide a welcoming environment for all patrons. Be able to react to any emergency situation.
- Enforce facility policies and procedures.
- Fitness Center: Disinfects machines daily; keeps litter picked up in all work areas and customer service to all patrons. Informs members if exercise is being performed incorrectly; protects confidentiality of members and always exhibits excellent customer service.
- Evaluates conditions for safety and security while opening and closing of the facility daily.
- Fitness, pool and Recreation programs: Maintains presence during open pool/gym/fitness center; monitors all clients; reports any safety issues to supervisor, seek assistance; utilizes PPE as necessary. Documents any incidents and/or injuries.
- Changes bulletin board information as directed; performs other clerical duties as requested. Attends departmental education programs as instructed.
- Maintains documentation as it pertains to the activities in pool, fitness center and recreation programs.
- Performs daily routine cleaning such as cleaning windows, emptying trash, vacuuming, mopping, cleaning, and disinfecting equipment, restrooms, fitness area, swimming pool and locker rooms.
- Respond to inquiries and service requests from employees, citizens, and others and refer when necessary, to appropriate persons.
- Receive payments for programs, facility rentals, and other payments; keep various records.
- Maintains deposits and batches from Tyler program and Rec Desk program.
- Assist in developing and maintaining office forms and flyers; assist with a variety of administrative tasks.
- Process program and class registrations; sell tickets for special events.
- Assist with scheduling and room rentals and assist the public with use of Department facilities and information on various recreation programs.
- If Lifeguard Certification and/or Certified Pool Operator Certification is obtained: Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are

Recreation Specialist

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followed as well as the fitness center and recreation gym facilities; As a Certified Pool Operator, will monitor and maintains quality aquatics facility.

- Computer skills to be capable to process memberships, receive payments for programs, facility rentals, memberships, and other payments associated with finances in the Recreation Center.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- Must be at least 18 years of age.

PREFERRED QUALIFICATIONS:

- One (1) year related experience.
- Seek, obtain and maintain Red Cross Lifeguard Certification.
- Seek, obtain and maintain Certified Pool Operator Certification.
- Seek, obtain and maintain Personal Training Certification.

EMPLOYMENT REQUIREMENTS:

- If over 18 years age, must possess and maintain an insurable New Mexico Class D Driver's License.
- Must obtain and maintain certification of First Aid, CPR, and AED training within three months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic office operations. Strong technical receptionist skills.
- Ability to work independently. Outstanding interpersonal skills.
- Ability to prioritize tasks and manage time. Exceptional time management.
- Ability to arrive at work prepared and on time. Dependability.
- Knowledge of swimming and lifesaving practices and techniques.
- Ability to enforce pool policies while providing a high level of customer service.
- Ability to display a positive attitude for all patrons.
- Ability to assess a situation and make an informed decision independently.
- Ability to work as a team with other Recreation Specialists, lifeguards, facility staff and management.
- Ability to maintain order and safety in a crowded and noisy environment.
- Ability to maintain facilities and equipment.
- Ability to respond appropriately to changing situations.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Knowledge of health and wellness education.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

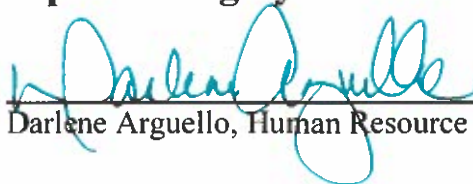
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director