



ADMINISTRATION
Human Resources

JOB TITLE: **RECREATION CENTER WORKER** DEPARTMENT: **COMMUNITY AFFAIRS**

JOB CLASS NUMBER: **6201**

DIVISION: **COMMUNITY CENTERS & PROGRAMS**

REVISION DATE: **10/10/2022**

Acceptance - Department Head

COMP TIME / OVERTIME ELIGIBILITY CODE: CIRCLE ONE: R N E

FLSA: Exempt Non-Exempt

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The Center Worker reports directly to the Center Supervisor and the Director of Community Centers and Programs. Under the immediate supervision of the Center Supervisor, the Center Worker is responsible for work of average difficulty in monitoring participation in sports and recreation activities as well as other events held at the community center.

EXAMPLES OF DUTIES:

- *Displays professionalism and respect for others and exhibits loyalty to his or her superiors and the City of Monroe*
- *Completes weekly/monthly/annual center activity reports (Performance Measures)*
- *Assists the Center Supervisor in preparing and maintaining schedules for the Center facilities*
- *Ensures that equipment and facilities are in proper shape and ready for use*
- *Implements plans for summer program activities and athletic events for youth*
- *Implements and monitors educational programs*
- *Maintains order and obedience to rules and procedures*
- *Checks out games and equipment to users*
- *Attends seminars and workshops to enhance knowledge of the job*
- *May be called on to create additional activities for youth*
- *Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority*
- *Follows the Louisiana Code of Governmental Ethics for public servants*
- *New employees to this position shall be on a 90-day probation period.*

TRAINING AND EXPERIENCE:

- *High school diploma or equivalent required*
- *Experience in working with recreational activities, sporting events, first-aid and safety procedures, league and recreational rules and techniques*

KNOWLEDGE, SKILLS AND ABILITIES:

- *Able to communicate effectively with children, adults, and the general public*
- *Able to understand and plan various Center activities.*
- *Able to endure a great deal of walking, standing, stress and maintain moderate physical fitness*

LICENSES AND CERTIFICATES:

Valid driver's license and good driving record

INTERNAL POSTING PERIOD: 5/10 - 5/23/23

Position posting goes public after 10th day.