

Job Title:	PCC Crew Member	Job Category:	Non-exempt Employee
Department/Group:	Parks + Recreation	Job Code/Req#:	P/R Position
Location:	Powell Community Center	Travel Required	N/A
Level/Salary Range:	\$10.00/hr	Position Type:	Part-Time
Contact:	PCC Management Team	Date posted:	Ongoing
Will Train:	Yes	Posting Expires:	Ongoing

Application obtained from and returned to:
 Powell Community Center
 6200 Martway Street, Mission, KS 66202

POSITION SUMMARY:

Under the supervision of the Parks + Recreation Management Team, PCC Crew Member positions are non-exempt positions under FLSA. This position is responsible for monitoring and interacting with patrons and participants on a facility wide basis at the Powell Community Center. This employee should possess excellent communication and public relations skills.

ESSENTIAL FUNCTIONS:

- Monitor the use of PCC by patrons
- Provide excellent customer service with enthusiasm and a positive attitude
- Stay within the facility and encourage patrons to use the facility appropriately
- Verify membership as necessary
- Follows department policies and procedures
- Follows safety procedures and practices
- Attends department meetings as necessary
- Provides assistance to instructors and staff upon request
- Responds to onsite injuries or incidents

MARGINAL FUNCTIONS:

- Assists with special events or maintenance projects as necessary
- Assists in scheduling use of facility, rooms and equipment
- Performs other duties as deemed necessary or assigned

BENEFITS:

After successfully completing 30 days of employment, employees will be eligible for an individual membership to the Powell Community Center for a discounted rate of \$15 per month to be drafted on the 15th of each month from employee's debit/credit card.

POSITION REQUIREMENTS:

Experience: Six months of similar or related experience is preferred. Employees are expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: A high school diploma or GED is preferred. American Red Cross/First Aid/AED/CPR Certification within the first 6 months of employment.

Technical Skills: The ability to read and interpret written instructions, manuals and other documents is required. The ability to work in the presence of distractions. This employee should possess excellent organizational, public relations, oral and written communication skills.

Problem Solving: Some decision making is involved in this position. Employees will make decisions resolving public concerns and complaints, enforcing rules, determining correct first aid or emergency procedures and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the PCC Management Team. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for city resources and equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel and the organization's governing body is expected.

Working Conditions:

Entry Desk: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Facility Staff: Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heights, adverse weather and excessive noise should be expected.

Physical Requirements:

Entry Desk: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

Facility Staff: Manual labor including lifting and carrying heavy objects, bending, kneeling, walking and the ability to operate departmental equipment is required daily in this position.

Additional Notes:

The specific statements shown in each section of this description are not intended to be all inclusive, rather they represent typical elements and criteria considered necessary to successfully perform this job.