**Recreation Attendant**

**DEFINITION:**

Under minimum supervision of the Student Supervisor and/or Office Manager, a student usually performs the following duties:

(a) Thorough knowledge and understanding of emergency and security procedures.

(b) Assists in enforcing department rules and policies.

(c) Answers telephone enquiries and controls traffic flow during busy hours.

(d) Gives information in response to inquiries concerning the department units, both recreation departments and Bowling Alley.

(e) Cash handling and operate and maintain other office machines.

(f) Performs all necessary and related recreational duties.

**BASIC QUALIFICATIONS:**

At least six (6) months’ of experience at the recreation center.