

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Recreation Attendant	RANK x121	GROUP I

DEFINITION:

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

- (a) Understands emergency and security protocols thoroughly.
- (b) Enforces departmental rules and policies.
- (c) Answers telephone inquiries and manages traffic flow during peak hours.
- (d) Provides information about department units, including recreation departments and the Bowling Alley.
- (e) Manages cash and operates office equipment.
- (f) Carries out additional recreational tasks as needed.

BASIC QUALIFICATIONS:

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

LEARNING OUTCOMES*:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Consistently meet or exceed goals and expectations.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.
- Use technology to improve the efficiency and productivity of their work.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).