



City of South Bend

Vacancy Announcement

Post Date: Monday, February 16, 2015

Closing Date: Until Filled

FRONT DESK RECEPTIONIST – CENTER ATTENDANT
(HOWARD PARK RECREATION & SENIOR CENTER)

Category: Part Time

Department: Parks & Recreation

Reports To: Center Supervisor-Howard Park

Schedule: 20 hours/week between the hours of 9 AM-5PM, Monday-Friday. Hours may vary based on operational needs and weekends may also be required.

Pay Rate: \$10.00/hr. (Non-Exempt)

Position: SUMMARY

Provides customer service to all that attend and visit the center. Performs custodial duties while center is open and promotes the safety of patrons who utilize the parks, facilities and its programs. Maintains order in senior room or where functions are taking place during organized activities. Enforces parks and recreation rules and regulations; assists with recreation programs, sports and related park activities and special events. Duties also include office assistance, telephone, daily attendance input and maintaining a clean center. Performs other duties as deemed necessary.

SUPERVISION EXERCISED

Responsible for overseeing office functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Performs custodial duties to insure the cleanliness of the center.
- Coordinates scheduling and maintenance of records and statistics for programs.
- Provides information and referral services for a variety of social services available to senior adults in the community.
- Performs a variety of duties such as answering phones, typing correspondence, and helping set up tables and chairs for classes and rentals.
- Reports unsafe physical or program conditions.
- Promotes programs, activities and events through public and telephone inquiries.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes other duties as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or equivalent education.
- At least two years leadership experience.
- Experience working with senior citizens.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Good communications skills working with the public.
- Working knowledge of City or County government a plus.
- Skilled at using Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- CPR/AED

EQUIPMENT

Desktop computer, telephone, calculator, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required

Comprehensive Background Check Required