

**JOB DESCRIPTION**  
**Recreation Activities Attendant**  
**Department of Recreation**

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**Job Title: Activities and Special Events Staff**

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**Reports To: Seasonal Recreation Coordinator**

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**Supervises Directly: None**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

**To supervise area youth and adults while participating in various activities, programs and special events. Promotes Sandusky Recreation to the public. Performs duties with limited direct supervision.**

### **Essential Responsibilities:**

*Promotes and implements recreation programs to meet needs of various individuals, groups and the community. Introduces new program activities, equipment and materials to participants.*

*Organizes the daily operations for assigned playground location for the playground program.*

*Creates and organizes Friday Fun Day for the playground program.*

*Ability to interact with the public and various City offices. Must establish and maintain effective working relationship with employees.*

*Attends scheduled staff training and meetings.*

*Maintains records of program attendance and monies received. Specific record keeping will vary amongst programs.*

*Supervises in compliance with local, state and federal laws and regulations. Ensures compliance for City of Sandusky Recreation and parks.*

*Ability to prioritize and handle multiple tasks.*

*Corresponds through written and verbal communication. Required to complete communication forms including but not limited to incident forms. Routes approved reports and records to superior for action.*

*Serve food to Sandusky children in accordance with set regulations for the playground program.*

*Ability to understand and communicate written instructions for the playground program.*

*Ability to create new games and activities and leading training session of the new activities.*

*Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*The ability to follow a supervisor's instructions, tolerate certain levels of stress and attend work on a punctual, regular basis.*

*The avoidance of violent behavior that threatens the safety of other employees.*

*To assist with set-up, supervise activity implementation and clean up for special events.*

*Related and other duties as required.*

**Skills and Abilities:**

*Use language and mathematical skills to analyze statistics and related materials.*

*Identify problems and make decisions based on your experience and judgment, as well as on established facts such as budget allocations and legal requirements.*

*Deal with various kinds of people.*

*Speak and write clearly and effectively to influence people's actions and to be sure that your plans will be understood and followed.*

*Change activities frequently.*

*Plan and direct programs and the activities of others.*

*Follow directions.*

*Work well with others.*

**Physical Demands:**

*Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.*

**Environmental Conditions:**

*Outside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "outside" if the worker spends approximately 75 percent or more of the time outside.*

*Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.*

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**Reasoning & Development:**

*Apply principles of rational systems to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.*

**Mathematical Development:**

*Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, proportion, and percentages. Calculate surface volumes, weights and measures.*

**Language Development:**

*Read newspapers, periodicals, journals and manuals. Read and understand instructions, safety rules, etc. Write summaries and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Speak with poise, voice control, and confidence using correct English and well-modulated voice. Participate in discussion and debates. Addresses small and large groups of people.*

**Relationships to Data, People and Things:**

**Data:** *Input data and record keeping.*

**People:** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

**Things:** *Handling: Using body members, hand tools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment with regard to attainment of standards or in selecting appropriate tool, object or materials.*

**To do this job, you must have the following amount of total education and/or experience:**

*(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success)*

*Valid Ohio driver's license.*