



JOB ANNOUNCEMENT

In House Vacancy

OPEN DATE: July 24, 2024

CLOSE DATE: Until Filled

JOB TITLE: Recreation Aide (Part Time)

PAY RATE: \$14.00/hour

DEPARTMENT: Parks & Recreation

DIVISION: Recreation

SUMMARY

Instructs and supervises wellness members in the use of the pool and gym equipment. Enforces facility policies and procedures to ensure the safety of all individuals utilizing the facility.

DUTIES AND RESPONSIBILITIES:

- Provide a welcoming environment for all patrons.
- Assists members with workouts and demonstrates the use of equipment in gym/pool.
- Disinfects machines daily; keeps litter picked up in all work areas; puts soiled towels in hamper; cleans tiles and keeps pool area clean during open swim and reports any additional environmental issues to appropriate staff.
- Informs members if exercise is being performed incorrectly; protects confidentiality of all members and always exhibits excellent customer service.
- Maintains presence during open pool/gym; monitors all clients during open times; reports any safety issues to supervisor, seeking assistance, when necessary; utilizes PPE as necessary.
- Maintains progress charts; updates attendance records daily; changes bulletin board information as directed; performs other clerical duties as requested.
- Attends departmental education programs as instructed.
- Performs daily, weekly, and monthly basic maintenance on fitness equipment and schedules routine maintenance for repair and upkeep of equipment.
- Performs daily routine cleaning such as cleaning windows, emptying trash, vacuuming, mopping, cleaning, and disinfecting equipment, restrooms, fitness area and locker rooms.
- Document any incidents and/or injuries.
- Respond to inquiries and service requests from employees, citizens, and others and refers, when necessary, to appropriate persons.
- Receive payments for programs, facility rentals, and other payments; keep various records.
- Assist in developing and maintaining office forms and flyers; assist with a variety of administrative tasks.
- Process program and class registrations; sell tickets for special events.
- Answer telephones, file and maintain records.
- Assist with scheduling and room rentals and assist public with use of Department facilities.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- Must be at least 16 years of age

PREFERRED QUALIFICATIONS:

- One (1) year related experience

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EMPLOYMENT REQUIREMENTS:

- If over 18 years age, must possess and maintain an insurable New Mexico Class D Driver’s License.
- Must obtain and maintain certification of First Aid and CPR within three months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to enforce center policies while providing a high level of customer service.
- Ability to display a positive attitude for all patrons.
- Ability to prioritize tasks and manage time.
- Ability to arrive to work prepared and on time.
- Ability to assess a situation and make an informed decision independently.
- Ability to work as a team with facility staff and management.
- Ability to maintain facilities and equipment.
- Ability to respond appropriately to changing situations.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Knowledge of basic office operations.
- Knowledge of health and wellness education.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- Work is typically performed indoors and outdoors.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

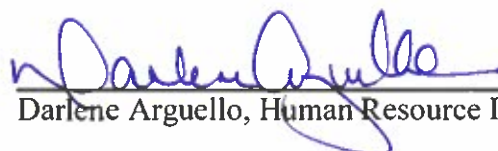
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director