



CITY OF HALTOM CITY

5024 Broadway Avenue ~ Haltom City, TX 76117
T: 817-222-7700 ~ Fax: 817-222-7740 ~ Website: www.haltomcitytx.com

TO APPLY, please complete an application for employment at City Hall, 5024 Broadway Avenue, Haltom City, Texas 76117 or available on Website www.haltomcitytx.com

JOB VACANCY POSTING

PT RECREATION ATTENDANT

Posting No.: 10-014

Posting Dates:

Open Date: 02-05-2010

Close Date: Position subject to close on 2/19/10 or every Friday after that date.

Classification: Part-Time **FLSA:** Non-Exempt

Hours: 5-15 hrs/week. Afternoon, evening, and Saturday shifts available.

Salary: \$8.53 per hour (no benefits)

Brief Description of the Job:

Manages the daily activities of the Recreation Center including monitoring the gyms, answering telephones, and classroom setup. Assists Recreation staff with registration and collecting fees for property rental, class participation and recreational leagues.

Education, Certification and Experience Requirements:

High school diploma or GED required. No experience required. CPR/First Aid-Certification required or the ability to obtain. Valid Texas Driver's License required. Bilingual preferred.

Essential Functions:

1. Monitors gym and facility use by making identification cards, collect fees, provides information about programs, classes, schedules and leagues.
2. Prepares facility by setting up classrooms and gyms appropriately and timely for programs and classes, including tables and chairs set-ups, scoreboard, bleachers and benches. Manage equipment and keep gyms, rooms and control room clean and organized at all times.
3. Answer telephone and provide information in a professional manner. Address questions and complaints from participants or direct to proper person to address complaint. Be knowledgeable about all schedules, events, programs and city contacts.
4. Assists with upcoming special events designated by the Supervisor and/or Director.

The City of Haltom City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

AN EQUAL OPPORTUNITY EMPLOYER