

Position Description

**POSITION TITLE:** Recreation Lead

**DEPARTMENT:** Recreation

**REPORTS TO:** Recreation Manager

**SUPERVISES:** Assists with Supervision of Seasonal Staff

**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** Not represented by a collective bargaining unit

**Basic Function**

Rental of recreational equipment to owners and guests; maintenance of equipment to ensure safety of all users. Lead recreational activities. Hours and days vary, but Lead must be available to work weekends and holidays.

**Essential Duties and Responsibilities**

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Report to work on time on all scheduled days with a neat and clean appearance.
3. Supervise seasonal staff in the absence of the Recreation Manager.
4. Lead recreational activities for owners and guests, including demonstration of non-motorized watercraft usage and moving watercraft to/from water.
5. Assist in planning recreational activities.
6. Maintain rental equipment in good, clean and safe working order.
7. Maintain daily rental function with accurate guest charge logs. Report rental revenue to the Front Desk.
8. Maintain and observe all safety standards during organized activities.
9. Present a professional business demeanor at all times.
10. Maintain accurate records regarding equipment inventory on a daily basis.

**Other Duties and Responsibilities**

1. Assist in removing driftwood from beach area.

**Education and Experience**

High school diploma or GED. Any combination of education, training and experience that demonstrates the ability to perform the duties of the job.

**Knowledge, Skills** **and Abilities**

1. Excellent customer service skills, including the ability to interact with children and young adults.

2. Strong organizational and planning skills.

3. Ability lift/carry/push/pull paddle boards, kayaks, canoes into and out of the water.

4. Ability to demonstrate safe usage of all non-motorized watercraft.

5. Ability to administer basic first aid.

6. Ability to communicate effectively both orally and in writing.

7. Ability to respond to owners, guests and co-workers in a considerate and polite manner.

8. Ability to perform simple repairs on recreational equipment.

**Financial Responsibilities**

Accurate recording and reporting of recreational equipment rental transactions.

**External Contacts**

Owners, guests and visitors.

**Other Requirements**

Perform additional duties as required. Must possess a valid Washington State Driver’s License. Must be able to grow and expand in the duties as the position evolves.

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| --- | --- | --- |
|  | | |
| I have received a copy of the Recreation Lead Position Description and understand it is my responsibility to read and understand the content. | | |
|  | | |
|  |  |  |
| Employee Signature |  | Employee Number |
|  |  |  |
|  |  |  |
| Employee Name |  | Date |
|  |  |  |

**WAPATO POINT MANAGEMENT COMPANY**

**PHYSICAL/MENTAL REQUIREMENTS**

# POSITION TITLE: Recreation ~~Assistant~~ Lead

**DEPARTMENT:** Recreation

**PHYSICAL/MENTAL REQUIREMENTS:**

**Please check all that apply.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Able to push/lift 5lbs to 10lbs |  |  | **FUNCTION:** | **C** | **F** | **O** | **S** |
| Able to push/lift 11lbs to 20lbs |  |  | Talk | X |  |  |  |
| Able to push/lift 21lbs over | X |  | Hear | X |  |  |  |
|  |  |  | Stoop |  | X |  |  |
| Able to read, write, speak and |  |  | Crouch |  | X |  |  |
| Understand English well | X |  | Use hands to: |  |  |  |  |
| Able to carry out verbal and |  |  | Finger | X |  |  |  |
| written instructions | X |  | Handle | X |  |  |  |
| Ability to adjust vision focus |  |  | Feel | X |  |  |  |
| to see close and distance | X |  | Walk |  | X |  |  |
|  |  |  | Sit |  | X |  |  |
| Works independently of supervision |  |  | Stand | X |  |  |  |
| Requires moderate supervision | X |  | Reach with Arms/Hands |  | X |  |  |
| Constant supervision required |  |  | Perform work from a ladder |  |  |  | X |
| Ability to interact with others | X |  | Climb ladder |  |  |  | X |
|  |  |  | Climb stairs |  | X |  |  |
|  |  |  | Bend |  | X |  |  |
|  |  |  | Squat |  |  | X |  |
|  |  |  | Kneel |  |  |  | X |
| **Constantly** | **C** |  | Crawl |  |  |  | X |
| **Frequently** | **F** |  | Lift/Carry |  | X |  |  |
| **Occasionally** | **O** |  | Push/Pull |  | X |  |  |
| **Seldom** | **S** |  | Smell | X |  |  |  |

**WORKING CONDITIONS:** Must be able to perform all planned recreational activities. Must be able to lift up to 50 pounds and move bulky recreational equipment, such as paddle boards, kayaks and canoes. Deal with external weather conditions through all seasons. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles. The noise level in the work environment is usually moderate.

**EQUIPMENT USE:**

**Please check all that apply.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Computer | X |  | Proficiency in MS Word |  |
| Calculator/10-Key |  |  | Proficiency in MS Excel |  |
| Copier | X |  | Proficiency in MS Outlook |  |
| Fax Machine |  |  | Proficiency in MS PowerPoint |  |
| Single-Line or Multi-Line Telephone | X |  | Two-Way Radio | X |