



Position Description

POSITION TITLE:	Recreation Associate (Fulltime)
DEPARTMENT:	Recreation-KIOSK
REPORTS TO:	Activities Director
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 Assistant 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 Activities Director.
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.

I have received a copy of the Recreation Assistant 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
DEPARTMENT: Recreation

**PHYSICAL/MENTAL REQUIREMENTS:
Please check all that apply.**

Able to push/lift 5lbs to 10lbs
Able to push/lift 11lbs to 20lbs
Able to push/lift 21lbs over

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Able to read, write, speak and
Understand English well
Able to carry out verbal and
written instructions
Ability to adjust vision focus
to see close and distance

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Works independently of supervision
Requires moderate supervision
Constant supervision required
Ability to interact with others

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Constantly C
Frequently F
Occasionally O
Seldom S

FUNCTION:

Talk
Hear
Stoop
Crouch
Use hands to:
 Finger
 Handle
 Feel
Walk
Sit
Stand
Reach with Arms/Hands
Perform work from a ladder
Climb ladder
Climb stairs
Bend
Squat
Kneel
Crawl
Lift/Carry
Push/Pull
Smell

C	F	O	S
X			
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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
Calculator/10-Key
Copier
Fax Machine
Single-Line or Multi-Line Telephone

<input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>

Proficiency in MS Word
Proficiency in MS Excel
Proficiency in MS Outlook
Proficiency in MS PowerPoint
Two-Way Radio

<input type="checkbox"/>
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