

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Recreation Associate
<b>DEPARTMENT:</b>	Recreation
<b>REPORTS TO:</b>	Guest Services Manager
<b>SUPERVISES:</b>	Recreation Assistant and up to 6 Seasonal Staff
<b>FLSA STATUS:</b>	Non-Exempt
<b>BARGAINING UNIT:</b>	Not represented by a collective bargaining unit

### **BASIC FUNCTION:**

The Recreation Associate will plan, organize, and direct recreational activities for the owners/guests. Maintain, rent, and secure recreation equipment. Track and maintain inventory. Supervises Recreation assistants and up to five (5) seasonal staff. Hours and days vary; Supervisor must be flexible to work all shifts including nights, weekends, and holidays.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Promote and maintain positive and friendly customer relations by providing first-class customer service to owners, guests, vendors, and co-workers.
2. Report to work on time on all scheduled days with a neat and clean appearance.
3. Interview, hire, supervise and evaluate seasonal employees.
4. Train all staff to WA state and OSHA standards and promote personal safety for employees.
5. Plan and develop a weekly Activity Schedule, including special events and seasonal fun.
6. Lead organized recreational activities and events for owners and guests.
7. Demonstrate and adhere to safe usage of all non-motorized watercraft.
8. Develop a supply and equipment list for weekly crafts, activities & events, for supervisor approval.
9. Maintain inventory through monthly counts, record items in and items out, and follow established inventory procedures.
10. Maintenance and upkeep of recreational equipment (*this may require utilizing a Maintenance or Grounds staff member*) through the established Work Order process.
11. Evaluate recreational equipment to ensure items are maintained and in good, safe, operating condition.
12. Record and maintain accurate rental records for guest charges.
13. Research new or replacement recreational equipment, for supervisor approval.
14. Assist with driftwood removal from the beach area as needed.
15. Ability to respond to minor first aid (band-aids, etc.) as needed.
16. Other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to manage people professionally and with respect.
- Ability to lead by a good example.
- Ability to communicate effectively both orally and in writing.
- Good organizational and planning skills.
- Good computer skills in MS Word, Excel, Outlook, and IQWare.

- Knowledge and skill in implementing recreational activities for a variety of ages and skill levels.
- First Aid knowledge.
- Ability to respond to owners, guests, and co-workers in a considerate and polite manner.

**EXPERIENCE AND EDUCATION:**

- High School diploma or equivalent.
- Recreation/Rental Hut experience preferred.
- Some college desired, or course study/classes in recreation.

**FINANCIAL RESPONSIBILITIES:**

- Ability to make changes and conduct credit transactions, including balance of credits and debits at end of the day/month.
- Accountability for inventory overs/shorts – maintain supply stock and assist with Purchase Orders for supervisor approval.
- Maintain labor percentages based on fiscal budgets.

**EXTERNAL CONTACTS:**

Owners, Guests, Visitors, and Vendors.

**INTERNAL CONTACTS:**

Co-workers.

**OTHER REQUIREMENTS:**

Must possess a valid Washington State driver's License.