



## **Position Description**

<b>POSITION TITLE:</b>	Recreation Associate - Seasonal
<b>DEPARTMENT:</b>	Recreation
<b>REPORTS TO:</b>	VP of Operations
<b>SUPERVISES:</b>	No One
<b>FLSA STATUS:</b>	Non-Exempt
<b>BARGAINING UNIT:</b>	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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Arrive to work on time on all scheduled work days in a clean and neat appearance.
3. Assist in planning recreational activities.
4. Maintain rental equipment in good, clean and safe working order.
5. Maintain daily rental function with accurate guest charge logs. Report rental revenue to the Front Desk.
6. Maintain and observe all safety standards during organized activities.
7. Present a professional business demeanor at all times.
8. Maintain accurate records regarding equipment inventory on a daily basis.

### **OTHER DUTIES AND RESPONSIBILITIES**

Assist in removing driftwood from beach area.

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

1. Excellent customer service skills.
2. Strong organizational and planning skills.
3. Ability to administer basic first aid.
4. Ability to communicate effectively both orally and in writing.
5. Ability to respond to owners, guests and co-workers in a considerate and polite manner.

### **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.

### **FINANCIAL RESPONSIBILITIES**

Accurate recording and reporting of recreational equipment rental transactions.

### **EXTERNAL CONTACTS**

Owners, guests and visitors.

### **OTHER REQUIREMENTS**

Perform additional duties as required. Report to work with a neat and clean appearance. Must possess a valid Washington State Driver's License. Must be able to grow and expand in the duties as the position evolves.

## WAPATO POINT MANAGEMENT COMPANY PHYSICAL/MENTAL REQUIREMENTS

**POSITION TITLE:** Recreation Associate (Seasonal)  
**DEPARTMENT:** Recreation

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

- |  |                                     |
|--|-------------------------------------|
| Able to push/lift 5lbs to 10lbs                          | <input type="checkbox"/>            |
| Able to push/lift 11lbs to 20lbs                         | <input type="checkbox"/>            |
| Able to push/lift 21lbs over                             | <input checked="" type="checkbox"/> |
|  |                                     |
| Able to read, write, speak and understand English well   | <input checked="" type="checkbox"/> |
| Able to carry out verbal and written instructions        | <input checked="" type="checkbox"/> |
| Ability to adjust vision focus to see close and distance | <input checked="" type="checkbox"/> |
|  |                                     |
| Works independently of supervision                       | <input type="checkbox"/>            |
| Requires moderate supervision                            | <input checked="" type="checkbox"/> |
| Constant supervision required                            | <input type="checkbox"/>            |
| Ability to interact with others                          | <input checked="" type="checkbox"/> |

**Constantly** **C**  
**Frequently** **F**  
**Occasionally** **O**  
**Seldom** **S**

**FUNCTION:**

- Talk
- Hear
- Smell
- 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

C	F	O	S
	X		
X			
X			
		X	
		X	
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		
			X
			X
	X		
		X	
		X	
			X
X			

**JOB CONDITIONS**

The noise level in the work environment is usually moderate. 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 boats. Must be able to work in water.

**OFFICE EQUIPMENT USE:**

Please check all that apply.

- |                      |                                     |                           |                                     |
|----------------------|-------------------------------------|---------------------------|-------------------------------------|
| Computer             | <input checked="" type="checkbox"/> | Proficiency in MS Word    | <input type="checkbox"/>            |
| Calculator/10-Key    | <input type="checkbox"/>            | Proficiency in MS Excel   | <input type="checkbox"/>            |
| Copier               | <input checked="" type="checkbox"/> | Proficiency in MS Outlook | <input checked="" type="checkbox"/> |
| Fax Machine          | <input type="checkbox"/>            | Proficiency in IQWare     | <input checked="" type="checkbox"/> |
| Multi-Line Telephone | <input type="checkbox"/>            | Operate a Two-Way Radio   | <input checked="" type="checkbox"/> |

By my signature below, I verify I have received a copy of this Recreation Associate job description. I understand it is my responsibility to read and understand the contents of this document.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date