

# TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

## Recreation Evening/Weekend Supervisor

### Job Summary

Under the supervision of the Recreation Director; the Evening/Weekend Supervisor is responsible for customer service, general clerical work, building and patron security, and the overall supervision of the recreational programs during evenings & weekend hours, often working in the facilities unaccompanied.

### Supervision Received

Recreation Director

### Supervision Exercised

None

### Examples of Duties and Responsibilities

- Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem solving.
- Ability to establish and maintain effective working relationships with co-workers, volunteers, public groups, agencies, school officials, the media and town officials.
- Meet with individuals, instructors, community groups, school personnel to assure programs and activities are proceeding efficiently.
- Assist patrons with program enrollment and class registration. Register participants for classes, handle money, and perform other registration-related procedures.
- Assist staff, instructors, and volunteers, with class set-up, event preparation, and program implementation and assist rentals as needed.
- Assist with the aspects of the programs including purchasing merchandise and maintaining inventory.
- Provide information and assistance over the phone and in person about programs, activities, gym rentals, and other general information.
- Perform data-entry. Research and collect data for special projects and reports.
- Perform filing duties and operate standard office equipment including computer, copier, LCD projector, cameras, and cell phones.
- Responsible for the security of the Town Gym (including closing and securing the building for the night), preparing and submitting accident/incident reports, ensuring the safety of program participants, and providing first aid, if necessary.
- Attend staff meetings and work the occasional day-time shift, as required and perform light custodial duties, as needed.
- Willingness to continue education through trainings to maintain awareness of current trends.
- Willingness to understand that weekly schedule may be adjusted due to new programs will be added to recreational offerings
- Perform related duties as assigned.



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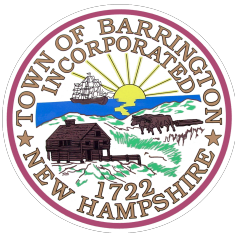
### Recreation Department

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

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

- Degree from a two-year college or university in Leisure Services, Recreation Administration, Business Administration, Sports Management preferred.
- Previous recreational employment preferred.
- Willingness to be flexible & work irregular hours, including nights and weekends.
- Knowledge of procedures for implementing a variety of recreational activities and programs.
- Must possess skills in the operation of a computer with proficiency using common software and department applicable software.
- Recreation based software knowledge preferred, and/or willingness to become trained.
- Knowledge of and ability to use office machines and equipment.
- Effective communication and customer service.
- Attention to organization & detail.
- Ability to prioritize work to meet deadlines.
- Ability to multitask in a busy work environment.
- Must possess and maintain a vehicle and valid Driver's License.
- Must successfully pass background check
- Must be able to lift between 10-50 lbs.
- Must be First Aid/CPR/AED certified.
- Confidentiality is required.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



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## Working Conditions and Physical Demands

Physical and Mental Requirements:

Physical effort generally required in performing recreational and athletic duties. The employee works both inside and outside in weather conditions which may include exposure to hot, cold, wet, or humid conditions, including snow and ice. Noise level can vary from quiet to loud in an office setting, gymnasium and the outdoors. Frequently required to lift recreational and/or athletic equipment weighing 50 pounds. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to use hands to handle or feel office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.

| Primary Physical Requirements  | Other Physical Considerations   |                   |             |                      |         |                    |         |                   |         |
|--|---|-------------------|-------------|----------------------|---------|--------------------|---------|-------------------|---------|
| Lift up to 10 lbs.: Frequently required.<br>Lift up to 25 lbs.: Frequently required.<br>Lift 26 to 50 lbs.: Occasionally required.<br>Lift over 50 lbs.: Rarely required.<br>Carry up to 10 lbs.: Frequently required.<br>Carry 11 to 25 lbs.: Frequently required.<br>Carry 26 to 50 lbs.: Occasionally required.<br>Carry over 50 lbs.: Rarely required. | Twisting: Frequently required.<br>Bending: Frequently required.<br>Crawling: Occasionally required.<br>Squatting: Occasionally required.<br>Kneeling: Occasionally required.<br>Crouching: Occasionally required.<br>Climbing: Occasionally required.<br>Balancing: Frequently required.          |                   |             |                      |         |                    |         |                   |         |
| Reach above shoulder height: Frequently required<br>Reach at shoulder height: Required.<br>Reach below shoulder height: Required.<br>Push/Pull: Frequently required  | <b>Work Surface(s)</b><br>Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.   |                   |             |                      |         |                    |         |                   |         |
| <b>Hand Manipulation</b>   | <b>During an 8 Hour Day Employee is Required to:</b>  |                   |             |                      |         |                    |         |                   |         |
| Grasping: Frequently required.<br>Handling: Frequently required.<br>Torqueing: Occasionally required<br><br>Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.   | <table border="1"> <thead> <tr> <th>Consecutive Hours</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>Sit: approximately 2</td> <td>Up to 8</td> </tr> <tr> <td>Stand: less than 1</td> <td>Up to 8</td> </tr> <tr> <td>Walk: less than 1</td> <td>Up to 8</td> </tr> </tbody> </table> | Consecutive Hours | Total Hours | Sit: approximately 2 | Up to 8 | Stand: less than 1 | Up to 8 | Walk: less than 1 | Up to 8 |
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| Stand: less than 1   | Up to 8   |                   |             |                      |         |                    |         |                   |         |
| Walk: less than 1  | Up to 8   |                   |             |                      |         |                    |         |                   |         |