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| DATE | April 12, 2023 |
| JOB CODE | |
| FLSA | NON-EXEMPT |
| EEO | |

JOB TITLE: Recreation Attendant- Field Monitor
DEPARTMENT/DIVISION: Parks and Recreation
REPORTS TO: Parks Maintenance Supervisor

SUMMARY: Responsible for monitoring all activities of all athletic fields and sports events, providing program information, and monitoring the facilities during programming.

ESSENTIAL JOB FUNCTIONS:

- Monitors all activities on Carrollton Athletic Fields.
- Ensures proper use and return of equipment.
- Assists in monitoring lights for all reservations.
- Assists in resolving participant complaints by recording complaints and referring to appropriate source; settles disputes arising between participants.
- Secures the athletic complexes during use and closing times.
- Monitors athletic facilities and verifies field reservations with users.
- Notify appropriate on-call staff.
- Assists with weekend tournaments.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

WORKING CONDITIONS:

- Operates standard office equipment such as computer, copy machine, and sound system, etc
- Performs light custodial duties, sweeping, mopping, picking-up trash, etc.
- Sits for periods of time while performing daily duties such as recording results, checking schedules, etc.; stands and walks for extended periods of time while checking facilities.
- Lifts and moves equipment such as tables, chairs, bleachers, balls, bases, water coolers, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Communicates effectively verbally and in writing.

Field Monitor

- Skilled in public/employee relations and problem solving, ability to make sound decisions quickly and efficiently.
- Learns recreation policies and procedures and enforce them.
- Knowledge of basic mathematics.
- Knowledge of the basic rules for various sports.
- Comprehends and follows written and verbal instructions.

PREFERENCES:

- None

MINIMUM QUALIFICATIONS:

- First Aid/CPR certified.
- Completion of the 10th grade
- Minimum age of 18 years
- Six months customer service experience.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screening
- Must pass criminal history check
- Must pass motor vehicle records check