SARASOTA COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE: PROGRAM ATTENDANT

CLASS CODE: 36258
EEO Code: 08
FLSA: Non-Exempt
W/C Code: 9015
Pay Grades: 1106

MAJOR FUNCTION(S)

This is work monitoring, assisting, instructing, informing, maintaining, and enforcing safety rules and regulations as it pertains to recreational programs or activities at Parks and Recreation facilities and at other assigned areas.

TYPE OF DUTIES

- Organizes, oversees and assists in recreation program or activities.
- Types correspondence, memorandums, reports, records, orders and other documents from rough drafts.
- Sorts and files materials and documents associated with a recreation program.
- Maintains files, records and assists in the preparation of periodic and special reports.
- Prepares incoming and outgoing mail directly related to recreational programs.
- Answers telephones, send faxes, copy data and utilize other simple office machines including computers.
- Provides general information pertaining to recreation programs, activities and facilities and handles complaints.
- Receives requests for services, accounts for and documents user fees for deposit.
- Demonstrates, instructs, and assists users in the developing of skills and participation in recreational programs or activities.
- Monitors, controls and enforces rules and regulations directly related to recreation programs or activities.
- Ensures that safety precautions are observed in recreation programs or activities and that CPR and First Aid are available.
- Issues, receives and oversees the use of equipment and materials.
- Sets up, tears down, cares for and maintains equipment and materials directly related to the recreation program or activities.

JOB BASED COMPETENCIES (Specific for position)

- Knowledge of recreational work within the community.
- Ability to conduct recreational activities.
- Ability to cooperate with the public as well as public as well as private groups and agencies.
- Ability to develop and maintain effective working relationships with co-workers and with program or activity participants and users.
- Ability to adhere to prescribed procedures.
- Ability to understand and follow oral and written instructions.
- Ability to maintain adequate and accurate records.

MINIMUM QUALIFICATIONS

A High School diploma or equivalent. A valid Florida Driver's License is required unless otherwise designated by position. Must possess or have ability to obtain CPR and First Aid certification within 90 days of employment.

Special Note: Certain positions may require knowledge of firearms and firearm safety.

APPROVED BY: **DATE:**

Jeanne A. Teel, Deputy County Administrator 4/30/98

History: 1/20/91