

City of Fort Worth, Texas Job Description

Classification Title	Community Center Aide		
Job Code:	ST5050	Job Family:	Service Trades
Pay Grade	502	Date Created:	06/14/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Assists in coordinating and conducting programs and activities at a community center. Performs a variety of custodial and maintenance work for a community center as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists in maintaining recreational facility. Organizes appropriate materials and supplies needed for facility activities. Participates in the promotion of educational, cultural and recreational activities.
2. Performs various maintenance and custodial duties.
3. Conducts weight room orientations, instructs fitness classes. Orients customers on proper techniques for fitness equipment when assigned to fitness center.
4. Assists programs and activities for the afterschool program.
5. Issues and assists schedule preparation for the use of facilities by various groups.
6. Monitors the community center and/or public facility maintenance; notifies supervisor of needed facility and outside repairs.
7. Issues and monitors use of maintenance equipment and supplies.
8. Obtains membership cards from all participants; collects activity fees and issues receipts.
9. Prepares and maintains a variety of records and reports concerning participants, programs, and/or facilities.
10. Provides clerical duties as needed.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operations, services and activities of recreation programs.
 - Methods and techniques of building cleaning practices, supplies, and equipment.
 - Occupational hazards and standard safety practices.
 - Simple record keeping procedures.
 - Basic arithmetic computations.
 - Operates and uses modern office equipment including computer and software packages.
 - Defensive driver and van operation.
 - Microsoft software.
 - Cleaning materials
- Skill in:
 - Simple record keeping procedures.
 - Operations, services and activities of recreation programs.
 - Making observations. Time management.
 - Prioritization of work activities.
 - Making sound decisions.
 - Customer service.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Methods and techniques of building cleaning practices, supplies, and equipment.
 - Operate and use modern office equipment including computer and software packages.
 - Handle cash.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma and six months of experience in recreation or athletic services and programs; some custodial experience required.

OTHER REQUIREMENTS

Valid Texas driver's license, depending on assignment.

Possession of, or ability to obtain a CPR, First Aid, and AED certification during the first six months of employment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.