

City of Fenton  
Job Description

**Job Title**                    **Recreation Associate III – Manager on Duty**  
**Department:**                **Parks and Recreation**  
**Reports to:**                 **Parks and Recreation Director**  
**Description Date:**        **March 2021**  
**Pay Grade:**                 **Level 3 (\$14.46/\$17.36/\$20.25)**  
**Status:**                      **Occasional or Seasonal Worker/Non-Exempt**

**Summary**

Performs duties as assigned under the direction of the Parks and Recreation Director or Recreation Supervisor, as assigned. This position is responsible for assisting with the overall supervision of Park facilities, including, RiverChase and Farmers Market.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Assists the Director or Recreation Supervisor in the overall supervision of the facility, including staff supervision, as assigned.
- Opens and closes the facility, including disabling and enabling facility security alarm systems.
- Handles all emergency situations, while completing all required paperwork.
- Acts as safety lead during any emergency situation.
- Assist staff with customer inquiries regarding facility, programs, etc.
- Ensures and assists in maintaining cleanliness of the facility.
- Enforces rules and safety practices of the facility to create a safe environment.
- Answer questions and provides direction for assigned staff, guests, and members.
- Handles public relations situations in the proper manner.
- Works directly with the public in a professional, courteous and friendly manner.
- Inspects facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Promptly reports all accidents, incidents, and concerns to the supervisor.
- Prevents accidents before they happen by using good judgment and listening to complaints or suggestions.
- Observes necessary precautions to ensure safety of participants.
- Other related duties as assigned.

**Supervisory Duties**

Assists the Director and Recreation Supervisors in the general supervision of assigned staff including, but not limited to Front Desk Attendants, Stay-N-Play Attendants, Fitness Attendants, Fitness Instructors, and Concession Stand Attendants. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

**Education and Experience Required**

Some High School or working towards High School Diploma or equivalent, with at least two (2) years of experience in related work or field preferred. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Requires a thorough working knowledge of the specific recreation program operation and procedures.

## Knowledge and Abilities

Knowledge of:

- Customer service philosophies and practices;
- Basic understanding of Microsoft office and recreation software;
- Methods and principles in instructing groups of children, teens, and adults;

Ability to:

- Handle minor disciplinary situations;
- Work with city staff and groups of all ages and various backgrounds;
- Work safely without presenting a direct threat to self or others;
- Produce written documents in the English language;
- Handle situations effectively that arise before, during and after classes; and
- Demonstrate professional public relations skills, effective interpersonal and communication skills.

## Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

## Physical Requirements

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, crouch or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

**This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.**

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

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**Employee Signature**

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**Date**