



## **Tahoe Donner Association Job Description**

**Job Title:** Recreation Leader/Host  
**Job Code:** 565  
**Department:** Recreation  
**Reports To:** Recreation Supervisor  
**Class Code:** 9066  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 6  
**Pay Range:** \$12.10 - \$13.60 per hour  
**File Name:** Recreation Leader-Host.doc  
**Prepared Date:** 5/04/2011, updated 4/18/15, 10/13/15, 4/14/16, 4/15/17

### **SUMMARY**

Under the direction of the Recreation Supervisor the Recreation Leader/Host is responsible for opening and closing facilities, greeting and checking passes of members and guests. In addition, the Leader/Host provides information on programs and special events to members and guests; operates computerized point of sale system and credit card machine; monitors and cleans facilities; and provides an excellent quality of customer service to customers and employees.

The Recreation Leader/Host sets up and breaks down all programs and special events, prepares rosters, is reliable at being on their own to run programs, directs and/or leads the activities of each program, organizes and implements program elements, oversees participation and safety, and performs related work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following for both positions. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Maintain current knowledge of, implement and enforce Association policies, procedures, rules and regulations.

Perform opening and closing procedures including securing facilities

Perform frequent facility inspections to ensure areas are clean and free of debris and trash.

Follow accounting processes including accurate daily deposits, counting and verifying personal bank, and collecting money for sales.

Assist customers with retail merchandise, class enrollment and answer questions, in person and/or by telephone.

Coordinate staff duties and notify manager of facility condition.

Assist in all Recreation Hut operations.

Participate in set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain recreation area, supplies and equipment.

Run the prep, program activities, and clean up for each program.

Promote a fun and welcoming atmosphere while monitoring participation of patrons and ensuring their safety in accordance with established safety policies.

Attend and actively participate in recreation activities with adults & children.

Assist members and guests with information about special events and recreation activities.

Go over the Program Procedures and Safety checklists for each program and turn completed list into the Recreation Supervisor or safety binder located in the Rec Hut.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one to two years related experience and/or training in recreation; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid certifications required.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop,

kneel, crouch, or crawl. The employee is occasionally required to sit and use sense of smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Swimming skills can also be apparent on the job.

**WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_/\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE