

The City of Altoona Position Description

Position Title:	Teen Night Attendant	Department:	Parks & Recreation
Wage range:		FLSA:	Non-Exempt
Last Update:	September 2024	Reports To:	Parks & Recreation Director &/or Recreation Supervisor

Position Summary

Under the supervision of the Recreation Supervisor, the Teen Night Attendant will be responsible for conducting and actively being involved with activities that take place during Teen Nights at the Fish House. Teen Nights are open to anyone in grades 6th through 12th and is open from 7:00-11:00pm on set dates.

Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Responsible for all activities during assigned hours
- Actively be involved with attendees of the Teen Night
- Responsible for the Fish House facility and all equipment belonging to the Parks & Recreation Department
- Check equipment and games; pull anything that is not safe. Notify the Parks & Recreation Office of damaged equipment or equipment that needs to be replaced
- Check bathrooms, clean and restock (If supplies are needed to restock let the Parks & Recreation Office know)
- Organize activities for children to be involved in
- Wipe up spills and sweep entire building daily
- Collect money from attendees and keep track of all who attend
- All doors and windows must be locked and all faucets and electrical power is turned off before leaving the Recreation Center
- Be punctual and reliable (arrive 15 mins. prior to the start time)
- Must be able to follow all policies and procedures of the department as outlined in the Employee Handbook

Working Conditions

- Work may be completed outdoors.
- Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.

Education

- College student

Experience

Some previous experience as an employee with a demonstrated history of being reliable and dependable is expected.

Licenses and Certificates

- CPR/First Aid Certification, preferred.

PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

I have read and understand this Job Description

Signature

Date