

Title:	Recreation Attendant
Department:	Mount Pisgah Recreation Center
Location:	Village of Saranac Lake
Jurisdictional Class:	Labor
Full Time:	40 hours per week
Application deadline:	November 19, 2019
Hourly Rate:	\$11.80/hour
Posting date:	September 10, 2019
Residency:	Residency is waived

DISTINGUISHING FEATURES OF THE CLASS:

Performs routine work in connection with the conduct of some activity or the care of a physical facility while in use. This is routine work performed under specific instructions, but with little direct supervision, concerned with the use of some physical facility or the conduct of some activity. This position involves responsibility of fees, the issuing and collection of equipment or supplies, the orderly conduct of participants and the maintenance of facilities. Persons employed in this title may also be involved in performing a variety of tasks at a municipal ski center such as operating ski lift, giving instructions in skiing, patrolling ski slopes and maintaining ski areas.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- A. Fills out membership or facility use cards;
- B. Maintains guest log and receives concessions for facility use;
- C. Greets and provides information to facility patrons;
- D. Maintains and prepares courts, fields, facilities, etc, by rolling, watering, brushings tapes, putting up nets, bases, marking courts, cleaning up, cutting grass, picking up rubbish, etc;
- E. Maintains order and enforces regulations;
- F. Cleans and maintains bathrooms, locker rooms, facilities, etc;
- G. Supervises use of tennis courts;
- H. Keeps records and makes reports to superiors;
- I. Assigns courts, cabins and other facilities;
- J. Issues equipment and baskets;
- K. Locks and unlocks doors, gates;
- L. Collects tickets and admission charges;
- M. Turns monies to proper authorities;
- N. Distributes refreshments;
- O. Assists in decoration of area or facility;

- P. Maintains, repairs, and paints equipment;
- Q. May assist with promotion of recreation facility, i.e. advertising, website.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- A. Ability to read and write, ability to keep records;
- B. Ability to give and enforce simple instructions;
- C. Ability to perform manual labor;
- D. Ability to get along with others.

MINIMUM QUALIFICATIONS:

None is required.

HOW TO APPLY:

1. Please send a resume and [application](#) with references to:
Village of Saranac Lake
Attn: Payroll Department
39 Main Street
Suite 9
Saranac Lake, NY 12983
2. Applications will be accepted until November 19, 2019
3. The Village will contact perspective applicants to schedule interviews; please do not call the office directly.