
Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Monitor (Facility and Park)

POLICY NUMBER:

Pay Rate: \$16 per hour

MONITOR (2-3 positions)

Assigned to work 12 -18 hours per week, working a maximum of 980 hours per calendar year.

Required hours of work are evenings, weekends, and occasional holidays.

Hours per week may vary depending on activities and rental of facilities.

Under direction of the Park Lead Worker, the Monitor oversees the care and use of recreational facilities for meetings, receptions, classes etc.

DUTIES:

- ♦ Provides customer service supervising the use of recreation buildings, office, and other park facilities for classes, recreation programs and rentals.
 1. Opens and closes District facilities, including recreation buildings, parking lot gates, and restrooms.
 2. Works with rental party/instructors regulating use of facilities, needed supplies, or condition of facilities.
 3. Assist and be responsible for the set up, take down and clean up of facility.
 4. Inspects before and after each use and has the user sign in and out of facility. Notates quantity and condition of equipment used by renter.
- ♦ Monitor is responsible for checking schedule/calendar in District Office, for time, date, and location of work assignment.
- ♦ Program registration, enrolling and collecting class fees and delivers messages to office from instructors.
- ♦ Monitor performs custodial and maintenance work as assigned by the Park Lead Worker.
- ♦ Enforce District rules and regulations, as well as practicing good public relations.
- ♦ Contacts District's police patrol department or the County Sheriff when problems or situations arise.
- ♦ Other duties as assigned.

KNOWLEDGE OF:

- ♦ Custodial/janitorial materials, methods, tools, and equipment used in cleaning buildings.
- ♦ Federal, state, and local regulations related to safety and safe work practices

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ABILITY TO:

- ◆ Follow oral or written instructions.
- ◆ Follow and promote safe work practices.
- ◆ Effectively communicate with fellow staff and the public verbally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.
- ◆ Perform routine building maintenance tasks, reporting needed repairs to supervisor.
- ◆ Perform basic math (addition and subtraction)

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED equivalent required.
- Ability to read, follow instructions, and work independently.
- Applicants must be eighteen years of age prior to appointment.
- Custodial or park maintenance experience.
- Ability to communicate well with the general public and fellow coworkers.

PHYSICAL REQUIREMENTS:

Work is frequently performed both indoors and outdoors. Work will involve moderate to heavy physical labor.

- (1) Mobility; frequent standing, walking, climbing, bending; occasional driving of vehicles, sitting
- (2) Lifting: frequent lifting up to 25 pounds; occasional lifting over 50 pounds.
- (3) Vision: constant use of overall vision, awareness of surroundings.
- (4) Dexterity: frequent grasping, holding, and reaching; occasional use of hand tools.
- (5) Ability to listen, comprehend and reply to another person.
- (6) Emotional/Psychological: frequent coworker and public contact; occasional working alone.
- (7) Environmental: occasional exposure to loud noise; occasional exposure to chemicals, fumes, and other chemical substances and bodily fluids.

Other Requirements:

Must be able to work evenings, weekends, and holidays.

LICENSES, etc

- Possession of a valid California Driver's License with a clean DMV record of traffic incidents.
- Proof of current insurance with basic automobile coverage.