



## **POSITION OPENING**

### **SEASONAL FACILITY ATTENDANT**

**Department: RECREATION**

#### **Job Description**

##### **Role and Responsibilities**

Facility Attendants will serve as the on-site supervisor at Sand Point Beach and Ponds Athletic Complex. Primary responsibilities include providing leadership, enforcing park rules, and implementing safe recreation practices on the beach, parking lots, fields, and park. Facility Attendants also aid, as directed by the Facility Manager, in the sale of parking passes (daily and seasonal), supervise the Adult Softball League games at Ponds Athletic Complex and Adult Volleyball League games at Sand Point Beach, and clean and maintain the facility. Similar or related duties as assigned. Typical daily duties include:

- Collect money for parking.
- Supervise beach, park and parking lot areas by enforcing rules and maintaining safe, orderly conduct.
- Obtain scores from all Adult Softball and Adult Volleyball games.
- Responsible for opening and closing bathrooms and vending building, when scheduled.
- Aid patrons (i.e. first aid, answering questions).
- Provide direction in the event of an emergency.
- Perform general maintenance such as sweeping, re-stocking supplies in bathrooms, and general cleaning of the building, park, beach and parking lot.
- Provide verbal and written reports to Recreation Supervisor and Maintenance Crew.
- Report acts of vandalism and/or equipment needing repair.

##### **Skills, Abilities, and Qualifications**

- Demonstrate an understanding of the City of Prior Lake's rules and guidelines for using the beach and park.
- Ability to demonstrate courtesy and tact when dealing with the public.
- Ability to complete assigned tasks in an organized and timely manner.
- Ability to arrive and leave work on time, as scheduled.
- Ability to communicate effectively with Recreation Supervisor and Maintenance Crew via verbal and written reports.
- Flexibility scheduling.
- Minimum age 18.

#### **Additional Information**

- Subject to annual recruitment.
- Work is performed under the direct supervision of the Facility Manager and Recreation Coordinator.
- Non-exempt hourly wage starting at \$10.75.

#### **How to Apply**

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php> or by contacting Ann Schroeder at 952.447.9803
2. Email completed application and any additional information to [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com) or mail to:  
City of Prior Lake  
Attn: Human Resources  
4646 Dakota Street SE  
Prior Lake, MN 55372