

# TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Recreation Administrative Floater – Per Diem	GRADE LEVEL:	7
CLASSIFICATION:	Non-Exempt	DEPT:	REC
CREATED:	03/14/2022	REV DATES:	

<u>Job Description:</u>	Under the general supervision of the Recreation Director or Program Coordinator, provides support for recreation programs and events. Also serves as the department representative in the Recreation Director’s absence. As an agent of the Town of Milford, the Recreation Director is vested with the authority to order a person (or persons) to leave (or not to enter) Town of Milford property in order to follow Federal or State laws, or Town of Milford ordinances, rules and regulations in accordance with NH RSA 635:2.
<u>Accountability:</u>	Reports to the Recreation Director or Program Coordinator.
<u>Equipment Used:</u>	Telephone, computer, including word processing, spreadsheet, registration and scheduling software; calculator; copy and fax machine; postage meter; cell phone; automobile; various sports equipment used in recreation programs and events.
<u>Environment*:</u>	Inside: <u>30</u> %                      Outside: <u>70</u> %                      *Varies with specific programs/events.

## Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p> <ol style="list-style-type: none"> <li>1. Assists the Recreation Director and/or Program Coordinator with the organization and implementation of programs and events. In the absence of the Recreation Director and/or Program Coordinator, serve as a main point of during programs and events.</li> <li>2. Requires the ability to establish and maintain effective relationships with the public, management and co-workers, communicating effectively with various age groups.</li> <li>3. Ensure the safety of the participants at all times.</li> <li>4. Enforce recreation rules and regulations.</li> <li>5. Routinely adheres to and maintains a positive attitude towards Town and Department goals.</li> <li>6. Performs other related duties as required.</li> </ol>
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## Physical Activity Requirements:

### Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>
LIFT up to 10 lbs.:                      Frequently	Twisting                      Frequently
LIFT 11 to 25 lbs.:                      Occasionally	Bending:                      Frequently
LIFT 26 to 50 lbs.:                      Occasionally	Crawling:                      Rarely
LIFT over 50 lbs.:                      Rarely	Squatting:                      Frequently
CARRY up to 10 lbs.:                      Frequently	Kneeling:                      Frequently
CARRY 11 to 25 lbs.:                      Occasionally	Crouching:                      Frequently
CARRY 26 to 50 lbs.:                      Rarely	Climbing:                      Frequently
CARRY over 50 lbs.:                      Rarely	Balancing:                      Frequently



REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

<u>WORK SURFACE(S)</u>	
Indoor flooring and outdoor ground and grass, dirt, asphalt, uneven terrain	

**HAND MANIPULATION**

Grasping:	Frequently
Handling:	Frequently
Torqueing:	Occasionally
Fingering:	Frequently
Controls and Equipment:	Frequently

**DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:**

	Consecutive Hours								Total Hours							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	1-2								5-6							
Stand	1-2								2-3							
Walk	1								2-3							

Controls & Equipment: computer, calculator, phone, other equipment as needed for instruction purposes.

**Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others and instructing patrons, Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to patrons
Sight:	Necessary to perform job effectively to observe patrons.
Tasting & Smelling:	N/A

**Specific Vocational Preparation Requirement(s):**

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days	181 days to 1 year	X	1 to 2 years
2 to 4 years	4 to 10 years		Over 10 years
<u>Required:</u>	<ul style="list-style-type: none"> <li>This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.</li> <li>Successful completion of a criminal records check.</li> </ul>		
<u>Experience</u>	<ul style="list-style-type: none"> <li>Ability to establish and maintain effective relationships with the public, management, and co-workers.</li> <li>Ability to communicate effectively with various age groups and the public.</li> <li>Possess alertness and apply commonsense in dealings with situations as encountered.</li> </ul>		
<u>Supervisory experience:</u>	n/a		
<u>Licensure/Certification Requirements:</u>	First Aid, CPR & AED, preferred		
<u>Other Training, and/or related Skills</u>	Demonstrated ability relative to the subject matter being taught.		

**Summary of Occupational Exposures:**

<u>Summary of Occupational Exposures:</u>	<ul style="list-style-type: none"> <li>Sun radiation! Wear sun block.</li> <li>Chemicals used for the pool.</li> <li>Ground fertilizers.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Hot/Cold weather.</li> <li>• Cleaning fluids.</li> <li>• Blood borne pathogens.</li> </ul>
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**Other Considerations and Requirements:**

<p><u>Other Considerations and Requirements:</u></p> <ul style="list-style-type: none"> <li>• The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.</li> </ul>
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	1/13/2020
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