



**MONTROSE RECREATION DISTRICT**  
**CRC Facility Attendant**  
**(Revised 3/2/2020)**

**General Statement of Duties:**

Responsible for supporting the general operation of the Community Recreation Center (CRC). This includes general facility operations and enforcing facility rules. This position is responsible for ensuring a clean, safe, organized, and positive environment at the CRC.

**Supervision Received:** Reports directly to the Facility Leader and Facility Supervisor.

**Essential Duties:** *The following are examples of primary duties assigned to this position. Other related duties may be assigned.*

- Ensures that the facility is properly monitored for the safe and effective operation of programs, activities and drop in services.
- Conducts facility walkthroughs to ensure a safe, clean, and positive environment.
- A focus on engaging, supervising, disciplining, and managing youth patrons.
- Performs the Manager on Duty (MOD) role when the Facility Supervisor and Facility Leader are not present.
- Enforces facility rules such as, ensuring patrons' scan their pass, pay the daily admission fee, or are in the facility as a spectator.
- Promotes MRD programs, services, and facilities through in-person interactions and other avenues as available.
- Provides customer service face-to-face, maintains thorough knowledge of the MRD Activity Guide, personnel, programs, services, facilities, and policies.
- Recommends facility efficiency and cost savings ideas to the Facility Leader and Facility Supervisor.
- Assists with the set up and tear down of facility rentals.

**Position Qualifications:**

**Experience:** Must be 18 years of age. A minimum of one (1) year of customer service experience preferred. Cash handling experience, preferred.

**Education or Training:** High school diploma or equivalent, preferred.

**License and Certification:** The possession of or ability to obtain CPR/AED and First Aid Certification.

**Work Environment:** Office environment with extensive public contact. Work hours for this position will generally be evenings and weekends.

**Physical Conditions:** Primary functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time. This position may require some moderate lifting and working primarily indoors.