



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Tennis Attendant (Part-Time)
- II. **Organization Unit:** Facilities Division
- III. **General Summary:** Tennis Attendants work nights and weekends implementing daily work tasks assigned by Tennis Manager.
- IV. **Qualifications:** Must be 16 years of age and have a valid drivers' license. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Be able to multi-task efficiently; be able to work with deadlines; nights and weekends required; indoor/outdoor work required (all weather conditions); required to work at other facilities, if necessary.
- VI. **Position Wage:** \$13.00 per hour. This is a year-round part-time position; the employee will work between 20-25 hours per week. Employee understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and will adhere to policies of WCPRD.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
 1. Adhere to work schedules as assigned by facility manager.
 2. Attend all weekly staff meetings with management staff for facility.
 3. Adhere to daily work plans / digital work order system duties and responsibilities to ensure facility and programs are operated in an effective manner.
 4. Meet and greet all patrons in a friendly and professional manner and assist with all facility / park questions, including rental questions, etc.
 5. Responsible for assisting in facility setup for events and programs.
 6. Assist with key fob processing / management with current reservation system.
 7. Assist management with inventory control of facility.
 8. Complete all assigned training.
 9. Be able to effectively utilize recreation scheduling software.
 10. Be able to effectively utilize the payroll system.
 11. Assist with all operations and maintenance of facility as instructed by management, including but not limited to all custodial duties, tennis floor maintenance, machinery operation, minor electrical repairs, bleacher inspections and repairs, racquetball court setup and repairs, scoreboard repairs and setup, and facility light repairs.
 12. Install / uninstall flooring, as well as striping (taping) of flooring for regulation play.
 13. Assist in all exterior ground maintenance and snow removal with assigned staff.
 14. Must be able to work together with other staff as an effective team member. Adhere to all WCPRD polices and enforce all department rules.
 15. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
 16. Complete any other duties as assigned by the Manager or Facilities Superintendent.
 17. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date