
Employee Name (Please Print)

Date

Pine Mountain Club Property Owners Association
Job Description

Job Title: Recreation Associate
 Department: Recreation
 Reports to: Recreation/Events Manager
 Approved by: General Manager
 Approved date: 2015-04

SUMMARY

To oversee the supervision of the Recreation Room, Pool and Association Property and to facilitate the use of Association equipment available to members and guests following procedures set by management.

WORK HOURS

Seasonal. – As scheduled and needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Any other duties as assigned.

- Assist in the supervision of the recreation room, pool and Association property including, but not limited to, checking membership cards, checking out equipment, performing walk through, and enforcing all rules pertaining to Pine Mountain Club Property Owners Association in general.
- Handle all tasks assigned by the Recreation Department Supervisor including, but not limited to, showing movies, set up of events, and breakdown of events.
- Assist Recreation Department Supervisor with coordination of and participation in activities assigned.
- Maintain well rounded knowledge of activities assigned, included but not limited to, softball, soccer, fishing, etc.
- Coordinates, leads and participates in recreation and pool activities, including but not limited to softball, soccer, fishing, baseball, basketball, hiking, etc.
- Preserve and maintain all Association equipment, ensuring that members and guests are using the equipment properly
- Maintain a professional appearance
- Keep all records up to date and accurate as they pertain to said responsibilities and tasks
- Create and maintain a pleasant, healthy and safe environment of anyone associated with Pine Mountain Club Property Owners Association areas or events
- Maintain cleanliness of the recreation room; clean up when necessary
- Responsible for complying with safe and healthful work practices
- Follow all safety rules and procedures
- Work with other departments
- Report any potential problems and disturbances

Employee initials_____ Manager initials_____

- Maintain a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attend safety meetings as required
- Any other project or duties as assigned by management

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities other than that of Association property and enforcement of rules.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Either currently enrolled in High school diploma or general education degree (GED); or one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

May need to have a valid driver's license or be enrolled in Drivers Training Class. Must have Cardiopulmonary resuscitation (CPR)/First Aid training by next available PMCPOA sponsored class.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high precarious places; outside weather conditions; extreme cold; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

TOOLS & EQUIPMENT USED

Ping-Pong Tables, Pool Tables, Video Equipment, Air Hockey, Athletic equipment, including but not limited to Soccer Balls, Baseballs, Bats, Tennis Rackets, and Personal Computer.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers and other departments is considered an essential function of the job. Cooperation with instructions and directions given by management is imperative. Insubordinate and uncooperative behavior can result in discipline, including termination.

Employee Signature

Date

Dept Manager Signature

Date

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