

SHOOTING RANGE RECREATIONAL AIDE – PART TIME

Reports to: Rangemaster

Position Control No.: 7417

Department: Recreation & Tourism

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY: Under the direct supervision of the Rangemaster, perform various jobs for the continuous operation of the Shooting Range. This position must work to promote safety in all sections of the Shooting Range, and do related work as required.

ESSENTIAL JOB FUNCTIONS:

1. Obtain knowledge of general accounting practices including collection and receipting of monies.
2. Climb an 8 foot ladder while performing various maintenance duties.
3. Operate various hand held, push type power tools such as lawnmowers, edgers, skill saw drills, etc.
4. Supervise large groups including children, both visually and audibly to insure health/safety standards and the orderly integration of all programs.
5. Operate office equipment, calculator and telephone.
6. Obtain knowledge of simple first aid, CPR, and posted emergency procedures.

ESSENTIAL QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Texas driver license with an acceptable driving record.
3. Ability to cope with large crowds and high noise levels.
4. Ability to work well with others and a willingness to learn.
5. Lift weights up to 100 pounds.
6. Must be 18 years of age or older.

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.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee should have the ability to develop and maintain effective relations and the ability to cope with large crowds and high noise levels.

This position also requires that you work under the supervision of the Recreational Aide to assure the continuous operation of all recreational center programs both indoors and outdoors in extreme conditions or inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date