



TOWN OF MONROE

PARKS & RECREATION DEPARTMENT

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JOB DESCRIPTION

Job Title:

Admissions Monitor

Reports To:

Director of Parks & Recreation

Department:

Parks & Recreation

Union Affiliation:

N/A

FLSA Classification:

Non Exempt (Seasonal)

DESCRIPTION

I. Job Summary

Control access to pool locker rooms, tennis courts, park attractions or beach by verifying memberships or class lists. Collect daily fees from patrons as appropriate.

II. Essential Duties and Responsibilities

- Enforce all pool/beach/tennis court rules and regulations that are enforceable from the entrance to that facility.
- Collect and balance all fees, sell memberships, distribute stickers and issue appropriate receipts.
- Maintain daily, weekly and seasonal attendance records.
- Officially greet the public and disseminate information on programs and facilities in person and on the phone. Promote the Park and Department's operations.
- Keep tennis courts, pool windows/admission areas, beach gate, and all surrounding work areas clean of papers, debris, excess water, etc.

- Perform other duties that are necessary to operate and/or maintain the Department's Facilities.
- Enter information into recreation software and manage databases.
- Assist all picnic reservations by greeting upon arrival and departure of picnics.
- Other responsibilities as directed by supervisors.

III. Minimum Qualifications

- A. Education: N/A
- B. Experience: Minimum of 16 years of age with least 6 months prior experience in similar job capacity.
- C. Skills and Abilities: Ability to handle, count and balance money accurately manually with a computer or cash box. Ability to maintain accurate and legible records plus follow written and oral instructions. Ability to pleasantly and cordially deal with the public in person and over the phone in (at times) stressful situations. Willingness to work as part of a team, with flexibility to do whatever is required. Availability to work the summer season, including nights and weekends, requiring minimal time off, if any.

IV. Physical Requirements

Primarily outdoor work during the summer season, including nights and weekends, with minimal time off.

V. Work Environment

Nearly 100% of time spent at indoor pool environment as well as outside pools and beach.