

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9629

COMMUNITY CENTER ASSISTANT

NATURE OF WORK

This work involves assisting in the overall operation of a community center.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in setting up and supervising activities, ensuring that they are conducted in a safe manner and according to policies.

Collects monies as needed.

Distributes supplies.

Assists in administering special events.

Provides customer service and responds to inquiries and complaints.

Assists in ensuring that the facilities are free of safety hazards.

Assists in ordering supplies and maintaining budget guidelines.

Assists in maintaining daily records.

Assists in the supervision of employees.

Cleans the facility and grounds.

Secures the building according to specified procedures.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the play of a variety of games and activities.

Ability to learn the overall operation of a center.

Ability to assist in conducting tournaments and special events.

Ability to perform basic office duties and other community center related duties.

Ability to operate a cash register and make correct change.

Ability to communicate effectively with program participants and with co-workers.

Ability to understand oral and written instructions.

Ability to move about the facility 75% - 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Computer
Typewriter
Calculator
Copier
Cash Register
Bingo Machine
Score Clock
Range and Oven
Kilns
Basketball Goals
Volleyball Goals
Pool Table
Foosball Table
Ping Pong Table
Bumper Pool Table
Dart Machine