

Lavaca-Navidad River Authority

Job Description

Job Title:	BRC Reservation Clerk Summer Help
Department:	Recreation
Reports To:	BRC Park Facilities Director
FLSA Status:	\$8.00 - \$11.00 per hour
Prepared By:	Human Resource Manager
Approved By:	General Manager
Approved Date:	January 2020

Summary

The incumbent of this position is responsible for performing routine clerical duties and assisting with scheduled youth activities at the Brackenridge Recreation Complex. This is a temporary summer position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Clerical duties to include registering of customers and walk-in guests, typing letters, filing and data entry.

Answer incoming telephone calls and distribute written and verbal messages accurately.

Reserve camp sites and park facilities using reservation software.

Perform retail operations of concessions including retail sales, rental of equipment and supplies.

Cleaning of concessions areas including rental equipment and supplies.

Organize, prepare and maintain information and supplies for youth activities.

Lead and implement learning experiences during planned youth activities.

Observe youth behavior, assess appropriateness, enforce safety regulations and emergency procedures and apply appropriate behavior management techniques.

Display emotional maturity, good moral character and positive attitude.

Handle a cash drawer accurately.

Complete daily reports as required.

Maintain a supply of various park brochures.

Stock Park supplies and store items.

Display retail items in an attractive manner.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This position does not include supervisory responsibilities.

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

Currently enrolled in High School or College.

Language Skills

Ability to communicate effectively in the English language, both orally and in written form.

Mathematical Skills

Basic math skills.

Reasoning Ability

Basic reasoning ability skills.

Computer Skills

To perform this job successfully, employee must be proficient with a computer and in Windows based programs including Microsoft Office.

Certificates, Licenses, Registrations

Valid Texas Driver License. Insurable driving record.

Other Skills and Abilities

Ability to read, write, and comprehend simple written or oral instructions.

Other Qualifications

Must be able to work a flexible schedule including: days, evenings, weekends, and holidays.

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 the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employees must be capable of opening and closing wire and metal gates and must be able to stoop to the ground to accomplish filing and stocking of office supplies. Employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies.

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 wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, light trucks and trailers, testing equipment, computer calculator, copy machine, telephone, two-way radio, gauges, meters and levels, hand and power tools, painting equipment and operation of UTV's.