

# Job Profile

## Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

## Typical Functions:

1. Performs check-in for recreation activities.
2. Greets clients and answers general inquiries with a positive attitude
3. Verifies memberships.
4. Monitors area and ensures clients' needs are met.
5. Maintains equipment. Reserves equipment for clients and keeps inventory of equipment.

## Minimum Education, Certification and Experience:

f High School Diploma with minimal or no experience