



Part-time Position Format

Position Title: Recreation Leader at Sertoma Arts Center

ERP Job Code: 009434

FLSA: Non-exempt

Closing Date: 6/27/14

Hourly Rate: \$9.25

Department: Parks & Recreation

Division: Arts Program

Position Description:

The Recreation Leader is responsible for opening and closing Sertoma Arts Center's building, studios, and store. They are responsible for the safety of the building, patrons, and equipment through ensuring that studio rules are being followed. The Recreation Leader process class registrations, sells studio cards, and sells supplies through Sertoma Arts Center's store. They are expected to provide excellent customer service to any one who calls or comes into the building.

MINIMUM QUALIFICATIONS:

Candidate must be 18 years of age. A pleasant attitude, good customer service skills, independence, flexibility, organization, reliability, punctuality, self motivation, and creativity are a must. Good knowledge of computer software such as Word, Excel, Outlook and Publisher is a plus. Must be able to operate a cash register. Physical capabilities include the ability to exert up to 50 lbs of force occasionally or up to 25 lbs of force frequently to move objects. Visual acuity to safely assist patrons with equipment and chemicals is required. Must be able to work in an environment that is frequently noisy and/or where many things are happening simultaneously. Previous experience working in administrative positions is a plus. While prior knowledge of artistic mediums is not required, candidate must be willing and able to learn about artistic mediums and processes upon hire.

KNOWLEDGE AND SKILLS:

- Excellent customer service skills.

RESPONSIBILITIES:

- Open and/or close Sertoma Arts Center as determined by assigned shift(s). This includes locking/unlocking the building and studios, opening/closing the cash register, and turning on/off art equipment in the various studios.
- Ensure the safety of patrons and Sertoma Arts' equipment by being vigilant that only patrons who are permitted in the respective studios are allowed to go into the studios and by periodically walking through studios to make sure studio policies are followed by patrons.
- Have an excellent knowledge of studio policies and enforce them as necessary.
- Responsible for the safety and security of the building, both when Full-time Staff is present, and when Full-time Staff are absent due to meetings, shift changes, vacation/sick leave, etc.
- Be proficient in the use of the Registration, Facility Booking, and Membership Pass Validation modules of CLASS software.

- Operate cash register, use receipt book, and/or receive monies through CLASS software, and follow appropriate cash handling procedures. Ensure accuracy in handling monies, inventory, studio card sales, and CLASS registrations.
- Engage with patrons and help create a welcoming environment. Ensure excellent customer service at all times.
- Answer phone calls and respond to emails sent to the front desk account during shift.
- Be familiar with programs at Sertoma Arts Center in order to answer patron questions.
- Create or transcribe documents in Word, Excel, or Publisher as assigned.
- Assist with organization of supplies and materials as assigned.
- Other duties as assigned

For More Information Contact:

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