

# Job Description: EA Gaming/Console Room Coordinator (Part-Time)

**Position Title:** EA Gaming/Console Room Coordinator

**Location:** Creekside Community Center

**Department:** Harrison Parks & Rec

**Reports To:** Recreation Manager

**Position Type:** Part-Time

**Salary:** [\$11.00/HR]

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## Position Summary:

The EA Gaming/Console Room Coordinator is responsible for overseeing the daily operations of the gaming room, ensuring a high-quality gaming experience for all users. This role involves maintaining gaming equipment, organizing events, and providing excellent customer service to gamers of all ages and skill levels.

### Key Responsibilities:

- **Facility Management:**
  - Maintain the cleanliness and organization of the gaming room.
  - Ensure all gaming consoles, PCs, and peripherals are in good working condition.
  - Monitor the room for any technical issues and resolve them promptly.
- **Customer Service:**
  - Welcome and assist gamers, providing information about available games and equipment.
  - Address customer inquiries and resolve any issues or complaints.
  - Ensure a friendly, inclusive, and safe environment for all users.
- **Policy Enforcement:**
  - Enforce gaming room policies and rules to ensure fair play and respect among gamers.
  - Handle any disciplinary issues in accordance with Creekside Community Center guidelines.
- **Technical Support:**
  - Provide basic troubleshooting and technical support for gaming consoles and PCs.
  - Coordinate with IT support for more complex technical issues.

### Qualifications:

- **Education:**
  - High school diploma or equivalent required.
  - Associate's or Bachelor's degree in a related field preferred.
- **Preferred Experience:**
  - Previous experience in a customer service or gaming environment.
  - Experience with gaming.
- **Skills:**
  - Strong knowledge of various gaming consoles and PC gaming.
  - Excellent customer service and communication skills.
  - Ability to troubleshoot and resolve technical issues.
  - Strong organizational and multitasking abilities.
- **Personal Attributes:**
  - Passion for gaming and a deep understanding of gaming culture.
  - Friendly, approachable, and patient demeanor.
  - Ability to work independently and as part of a team.

### Work Environment:

- The role requires working in a gaming room environment with frequent interaction with gamers.
- Evening and weekend shifts may be required to accommodate events and peak gaming times.

### How to Apply:

Interested candidates should submit their resume and cover letter to Austin Smith or Tanner Curry. Please include "EA Gaming/Console Room Coordinator Application" in the subject line.

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Harrison Parks & Rec is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## Job Description: DSI Game Room Coordinator (Part-Time)

**Position Title:** DSI Game Room Coordinator

**Location:** Creekside Community Center

**Department:** Harrison Parks & Rec

**Reports To:** Recreation Manager

**Position Type:** Part-Time

**Salary:** [11.00/HR]

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### Position Summary:

The Game Room Coordinator is responsible for managing the day-to-day operations of the game room, which includes overseeing equipment such as ping pong tables, pool tables, and air hockey tables. This role involves maintaining equipment, organizing recreational activities and tournaments, and ensuring a fun, safe, and welcoming environment for all users.

### Key Responsibilities:

- **Facility Management:**
  - Ensure the cleanliness and organization of the game room.
  - Regularly inspect and maintain game room equipment to ensure it is in good working condition.
  - Monitor the game room to ensure a safe and enjoyable experience for all patrons.
- **Customer Service:**
  - Greet and assist game room users, providing information on available games and equipment.
  - Address customer inquiries, concerns, and complaints promptly and professionally.
  - Foster a welcoming and inclusive environment for all patrons.
- **Inventory and Equipment Management:**
  - Track and manage inventory of game room supplies and equipment.
  - Maintain a record of equipment usage and report any damages or losses.
- **Policy Enforcement:**
  - Enforce game room rules and policies to ensure fair play and respect among users.
  - Handle any disciplinary issues in accordance with Creekside Community Center guidelines.

### Qualifications:

- **Preferred Experience:**
  - Previous experience in a recreational facility or customer service role.
  - Experience with event planning and coordination is a plus.
- **Skills:**
  - Knowledge of or willingness to learn games such as ping pong, pool, and air hockey.
  - Strong customer service and communication skills.
  - Ability to troubleshoot and resolve minor equipment issues.
  - Excellent organizational and multitasking abilities.
- **Personal Attributes:**
  - Enthusiasm for recreational activities and games.
  - Friendly, approachable, and patient demeanor.
  - Ability to work independently and as part of a team.

### Work Environment:

- The role requires working in a game room environment with frequent interaction with patrons.
- Evening and weekend shifts may be required to accommodate events and peak usage times.

# Job Description: Golf Simulator Room Coordinator (Part-Time)

**Position Title:** HBT Golf Simulator Room Coordinator

**Location:** Creekside Community Center

**Department:** Harrison Parks & Rec.

**Reports To:** Recreation Manager

**Position Type:** Part-Time

**Salary:** [11.00/HR]

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## Position Summary:

The Golf Simulator Room Coordinator is responsible for managing the daily operations of the golf simulator room, ensuring an optimal and enjoyable experience for users. This role includes maintaining the simulator equipment, organizing events and lessons, and providing exceptional customer service to all patrons.

## Key Responsibilities:

- **Facility Management:**
  - Maintain the cleanliness and organization of the golf simulator room.
  - Ensure the golf simulator equipment is in good working condition and perform regular maintenance checks.
  - Monitor the room for any technical issues and resolve them promptly.
- **Customer Service:**
  - Greet and assist users, providing information about the golf simulator and available services.
  - Address customer inquiries, concerns, and complaints promptly and professionally.
  - Ensure a welcoming and inclusive environment for all users.
- **Inventory Management:**
  - Track and manage inventory of golf balls, tees, and other accessories.
  - Maintain an up-to-date catalog of available equipment and accessories.
- **Policy Enforcement:**
  - Enforce golf simulator room policies and rules to ensure fair play and respect among users.
  - Handle any disciplinary issues in accordance with Creekside Community Center guidelines.
- **Technical Support:**
  - Provide basic troubleshooting and technical support for the golf simulator.
  - Coordinate with technical support for more complex issues.

## Qualifications:

- **Preferred Experience:**
  - Previous experience in a customer service or recreational facility.
  - Experience with golf and golf simulators is a plus.
- **Skills:**
  - Strong knowledge of golf and familiarity with golf simulator technology or a strong desire to learn.
  - Excellent customer service and communication skills.
  - Ability to troubleshoot and resolve technical issues.
  - Strong organizational and multitasking abilities.
- **Personal Attributes:**
  - Passion for golf and a deep understanding of golf culture.
  - Friendly, approachable, and patient demeanor.
  - Ability to work independently and as part of a team.

## Work Environment:

- The role requires working in a golf simulator room environment with frequent interaction with patrons.
- Evening and weekend shifts may be required to accommodate events and peak usage times.

## Job Description: Site Supervisor - Basketball/Pickleball Gym (Part-Time)

**Position Title:** Site Supervisor - Basketball/Pickleball Gym

**Location:** Creekside Community Center

**Department:** Harrison Parks and Rec

**Reports To:** Recreation Manager

**Position Type:** Part-Time

**Salary:** [11.00]

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### Position Summary:

The Site Supervisor for the Basketball/Pickleball Gym is responsible for overseeing the daily operations of the gym, ensuring a safe, clean, and enjoyable environment for all users. This role includes supervising staff, managing schedules, maintaining equipment, organizing events, and providing excellent customer service.

### Key Responsibilities:

- **Facility Management:**
  - Ensure the gym is clean, organized, and well-maintained.
  - Conduct regular inspections of the gym and equipment to ensure safety and functionality.
  - Report back to Rec Manger.
- **Customer Service:**
  - Greet and assist gym users, providing information about facilities, programs, and services.
  - Address customer inquiries, concerns, and complaints promptly and professionally.
  - Foster a welcoming and inclusive environment for all participants.
- **Inventory Management:**
  - Track and manage inventory of sports equipment and supplies.
- **Policy Enforcement:**
  - Enforce gymnasium policies and rules to ensure fair play and respect among users.
  - Handle any disciplinary issues in accordance with Creekside Community Center guidelines.

### Qualifications:

- **Experience:**
  - Previous experience in a recreational facility or customer service role.
  - Experience with basketball and pickleball is a plus.
  - Supervisory or leadership experience preferred.
- **Skills:**
  - Strong knowledge of basketball and pickleball rules and equipment.
  - Excellent customer service and communication skills.
  - Ability to troubleshoot and resolve minor equipment issues.
  - Strong organizational and multitasking abilities.
  - Leadership and team management skills.
- **Personal Attributes:**
  - Passion for sports and a understanding of basketball and pickleball culture is preferred.
  - Friendly, approachable, and patient demeanor.
  - Ability to work independently and as part of a team.

### Work Environment:

- The role requires working in a gymnasium environment with frequent interaction with patrons and staff.
- Evening and weekend shifts may be required to accommodate events and peak usage times.

# Job Description: After School Worker (Part-Time)

**Position Title:** After School Worker

**Location:** Creekside Community Center/ Youth Center

**Department:** Harrison Parks and Rec

**Reports To:** After School Program Coordinator

**Position Type:** Part-Time

**Salary:** [11.00]

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## Position Summary:

The After School Worker at Harrison Parks and Recreation is responsible for assisting with the daily operations of the after school program. This role includes supervising children, organizing activities, providing homework assistance, and ensuring a safe and positive environment for all participants.

## Key Responsibilities:

- **Child Supervision:**
  - Supervise and monitor children during program hours to ensure their safety and well-being.
  - Foster a positive and inclusive environment, encouraging good behavior and cooperation among children.
- **Activity Coordination:**
  - Assist in planning and implementing recreational and educational activities, including arts and crafts, sports, games, and special events.
  - Adapt activities to meet the varying needs and interests of children in the program.
- **Program Support:**
  - Set up and clean up activity areas and equipment.
  - Maintain a clean and organized program space.
- **Communication:**
  - Collaborate with other staff members to ensure a cohesive and effective program.
- **Policy Enforcement:**
  - Enforce program rules and policies consistently and fairly.
  - Handle minor disciplinary issues and conflicts, escalating more serious concerns to the Program Coordinator.

## Qualifications:

- **Experience:**
  - Previous experience working with children in a recreational, educational, or childcare setting.
  - Experience in planning and leading activities for children is a plus.
- **Skills:**
  - Strong interpersonal and communication skills.
  - Ability to manage a group of children and maintain a positive, safe environment.
  - Organizational and multitasking abilities.
- **Personal Attributes:**
  - Enthusiastic and energetic.
  - Patient, compassionate, and empathetic.
  - Reliable and punctual.

## Work Environment:

- The role requires working indoors and outdoors in various weather conditions.
- Part-time hours typically occur in the afternoons, with occasional evenings and weekends for special events.

## Physical Requirements:

- Ability to lift and move up to 25 pounds.
- Ability to stand, walk, and participate in physical activities for extended periods.

# Job Description: Supervisor - Indoor Aquatic Center

**Position Title:** Supervisor - Indoor Aquatic Center

**Location:** Creekside Community Center

**Department:** Harrison Parks and Rec

**Reports To:** Aquatic Director

**Position Type:** Part-Time

**Salary:** [11.00]

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## Position Summary:

The Supervisor for the Indoor Aquatic Center is responsible for overseeing the daily operations of the indoor pool, ensuring a safe, clean, and enjoyable environment for all users. This role includes supervising staff, inspecting equipment, maintaining pool chemistry and providing excellent customer service.

## Key Responsibilities:

- **Facility Management:**
  - Ensure the aquatic area is clean, organized, and well-maintained.
  - Conduct regular inspections of the pools and equipment to ensure safety and functionality.
  - Oversees the work of subordinates engaged in lifeguarding, private parties, classes and swim lessons.
  - Oversees subordinates in various phases of the work, giving specific orders while discussing and monitoring work progress.
  - Perform routine maintenance tasks such as cleaning the pool and pool deck, checking chemical levels and responding accordingly.
  - Report back to the Aquatic Director.
- **Customer Service:**
  - Greet and assist pool users, providing information about facilities, programs, and services.
  - Address customer inquiries, concerns, and complaints promptly and professionally.
  - Foster a welcoming and inclusive environment for all participants.
- **Inventory Management:**
  - Track and manage inventory of pool equipment and supplies.
  - Ensures all supplies and equipment needed are readily available and in appropriate locations.
    - Including but not limited to; backboard, tubes, lifeguard stands, class equipment
- **Policy Enforcement:**
  - Enforce aquatic center policies and rules to ensure safety and respect among users.
  - Handle any disciplinary issues in accordance with Creekside Community Indoor Aquatic guidelines.

## Qualifications:

- **Experience:**
  - Previous experience in a pool facility or customer service role.
  - Supervisory or leadership experience preferred.
- **Skills:**
  - Strong knowledge of aquatic rules and equipment.
  - Excellent customer service and communication skills.
  - Ability to troubleshoot and resolve minor equipment issues.
  - Strong organizational and multitasking abilities.
  - Leadership and team management skills.
- **Personal Attributes:**
  - Responsible and dependable.
  - Friendly, approachable, and customer focused.
  - Ability to work independently and as part of a team.

## Work Environment:

- The role requires working in an indoor pool environment with exposure to heat, humidity, and pool chemicals.
- Shifts may include early mornings, evenings, weekends, and holidays.

## Physical Requirements:

- Ability to lift and move up to 50 pounds.
- Ability to stand, walk, stoop, and kneel for extended periods

# Job Description: K-4th Grade Flag Football Referee

**Position Title:** K-4th Grade Flag Football Referee

**Location:** Anstaff Soccer Complex

**Department:** Harrison Parks and Rec

**Reports To:** Sports Coordinator

**Position Type:** Part-Time/Seasonal

**Salary:** 15.00 a game

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## Position Summary:

The K-4th Grade Flag Football Referee is responsible for officiating flag football games, ensuring fair play, and maintaining a positive and safe environment for all participants. The referee will enforce rules, make judgment calls, and provide guidance to young players, coaches, and spectators.

## Key Responsibilities:

- **Game Officiating:**
  - Officiate flag football games according to the rules and regulations of the league.
  - Make quick, accurate decisions and communicate them clearly to players and coaches.
  - Maintain control of the game, ensuring it is played safely and fairly.
- **Rule Enforcement:**
  - Enforce all game rules consistently and impartially.
  - Address any rule infractions, providing explanations to players and coaches as needed.
  - Manage game flow and keep track of game time and score.
- **Player and Coach Interaction:**
  - Communicate effectively and respectfully with players, coaches, and other officials.
  - Provide guidance and support to young players to help them understand the rules and develop their skills.
  - Handle disputes and conflicts calmly and professionally.
- **Safety Monitoring:**
  - Ensure a safe playing environment by monitoring player conduct and field conditions.
  - Address any safety concerns promptly and appropriately.
  - Be prepared to respond to injuries or emergencies in accordance with league protocols.

## Qualifications:

- **Experience:**
  - Previous experience in officiating youth sports, particularly flag football, is preferred but not required.
  - Experience working with children in a recreational or educational setting is a plus.
- **Skills:**
  - Strong knowledge of flag football rules and gameplay.
  - Excellent communication and interpersonal skills.
  - Ability to make quick, fair decisions under pressure.
  - Strong organizational and time-management skills.
- **Personal Attributes:**
  - Dependable and punctual.
  - Patient and enthusiastic, with a genuine interest in working with children.
  - Fair-minded and impartial, with a focus on promoting sportsmanship and fun.

## Work Environment:

- The role requires working outdoors in various weather conditions.
- Games typically occur on weekends and possibly weekday evenings, depending on the league schedule.

## Physical Requirements:

- Ability to stand, walk, and run for extended periods.
- Ability to lift and move equipment up to 25 pounds.

# Job Description: Indoor Aquatic Center Lifeguard

**Position Title:** Indoor Aquatic Center Lifeguard

**Location:** Creekside Community Center

**Department:** Harrison Parks and Rec

**Reports To:** Aquatic Center Director

**Position Type:** Part-Time

**Salary:** [11.00]

## Position Summary:

The Indoor Aquatic Center Lifeguard is responsible for ensuring the safety of all patrons at the aquatic center by preventing and responding to emergencies. This role includes monitoring the pool area, enforcing facility rules, and providing excellent customer service. Lifeguards are also responsible for maintaining a clean and safe environment.

## Key Responsibilities:

- **Surveillance and Safety:**
  - Monitor pool activities and identify any potential safety hazards.
  - Enforce all aquatic center rules and regulations to prevent accidents.
  - Respond quickly and effectively to emergency situations, providing first aid and CPR as needed.
  - Perform water rescues when necessary.
- **Customer Service:**
  - Greet and assist patrons, providing information about pool schedules, programs, and policies.
  - Address customer inquiries, concerns, and complaints promptly and professionally.
  - Foster a welcoming and inclusive environment for all patrons.
- **Facility Maintenance:**
  - Inspect the pool and surrounding areas for cleanliness and safety.
  - Perform routine maintenance tasks, such as cleaning the pool deck and checking chemical levels.
  - Report any maintenance or safety issues to the Aquatic Center Manager.

## Qualifications:

- **Certifications:**
  - Current Lifeguard Certification from a recognized organization
  - Current CPR/AED and First Aid Certification.
- **Experience:**
  - Previous lifeguarding experience is preferred but not required.
  - Experience in a customer service role is a plus.
- **Skills:**
  - Strong swimming skills and knowledge of water safety practices.
  - Excellent observation and surveillance skills.
  - Strong communication and interpersonal skills.
  - Ability to remain calm and act quickly in emergency situations.
- **Personal Attributes:**
  - Responsible and dependable.
  - Friendly, approachable, and customer-focused.
  - Ability to work independently and as part of a team.

## Work Environment:

- The role requires working in an indoor pool environment with exposure to heat, humidity, and pool chemicals.
- Shifts may include early mornings, evenings, weekends, and holidays.



**Physical Requirements:**

- Ability to lift and move up to 50 pounds.
- Ability to swim 300 yards continuously and perform water rescues.
- Ability to stand, walk, stoop, and kneel for extended periods.

## Job Description: Front Desk/Floater

**Position Title:** Front Desk/Floater

**Location:** Creekside Community Center

**Department:** Harrison Parks and Rec

**Reports To:** Community Center Manager

**Position Type:** Part-Time

**Salary:** [11.00/hr]

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### Position Summary:

The Front Desk/Floater at Creekside Community Center is responsible for providing excellent customer service, managing front desk operations, and assisting with various tasks throughout the facility as needed. This role requires a flexible, friendly, and proactive individual who can handle multiple responsibilities efficiently.

### Key Responsibilities:

- **Front Desk Operations:**
  - Greet and assist visitors, members, and staff with a friendly and professional demeanor.
  - Answer phone calls, respond to inquiries, and provide information about programs, services, and events.
  - Manage member check-ins and registrations, including processing payments and updating records.
  - Maintain a clean and organized front desk area.
- **Customer Service:**
  - Address and resolve customer concerns and complaints promptly and courteously.
  - Provide tours of the facility and information about membership benefits.
  - Assist with promoting and marketing community center programs and events.
- **Administrative Support:**
  - Assist with scheduling and coordinating facility rentals and program registrations.
  - Perform data entry and maintain accurate records of attendance, memberships, and other relevant information.
  - Assist with the preparation of reports and other administrative tasks as needed.
- **Facility Support:**
  - Monitor and maintain the cleanliness and safety of the facility, including common areas, restrooms, and equipment.
  - Assist with setting up and tearing down for events, classes, and activities.
  - Ensure all equipment and supplies are properly stored and maintained.
- **Program Assistance:**
  - Provide support to program instructors and coordinators as needed, including assisting with activities and ensuring program materials are available.
  - Fill in for staff members in various roles as needed, providing flexibility and coverage throughout the community center.

### Qualifications:

- **Preferred Experience:**
  - Previous experience in customer service, administrative support, or a similar role preferred.
  - Experience working in a community center or recreational facility is a plus.
- **Skills:**
  - Excellent communication and interpersonal skills.
  - Strong organizational and multitasking abilities.
  - Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic data entry.
  - Ability to handle cash transactions accurately and securely.
- **Personal Attributes:**
  - Friendly, approachable, and customer-focused.
  - Reliable and punctual.
  - Flexible and adaptable, with the ability to handle changing priorities.

**Work Environment:**

- The role requires working in a community center environment, which may include standing for extended periods and occasionally lifting and moving equipment or supplies.
- Shifts may include mornings, afternoons, evenings, and weekends.

**Physical Requirements:**

- Ability to lift and move up to 25 pounds.
- Ability to stand, walk, and perform tasks requiring physical activity for extended periods.