



Job Title: Recreation Attendant

FLSA: Seasonal/Part-Time or Full-Time/Non-Exempt

Department: Recreation

Reports To: Recreation Director

Positions Supervised: None

Job Summary

The Recreation Attendant acts as a front-line staff member in the Activity Center and during regular Recreation programs. Attendants must demonstrate excellent communication, follow-up and customer service skills. This position is eligible for the opportunity to fulfill internship requirements as requested. The position is part-time or full-time, seasonal and includes weekends and holidays. Works under direct supervision. Potential to extend seasonal employment past the posted end date.

Duties and Responsibilities

- Greets and interacts with visitors to the Activity Center, acting as the first point of contact for the Recreation department.
- Answers the Activity Center telephone and responds to departmental emails; provides information, guidance and assistance; records and relays messages or directs calls to appropriate personnel; returns calls as necessary.
- Gains exposure to resort operations to be able to offer correct information to guests about the island.
- Takes reservations for all recreation activities both in-person and over the phone.
- Operates the Activity Center's retail POS system to complete guest retail transactions.
- Assist as needed with all programs including daily arts and crafts, kids programs, adult programs (21+), Camp Fripp and family activities.
- Maintains inventory of supplies; informs the Recreation Director on a weekly basis of supply levels.
- Handles opening and closing procedures in the Activity Center, as well as completing daily operational tasks as required.
- Assists in animal care duties, including handling of reptiles and manning daily Meet the Animals programs as needed.
- Performs general housekeeping tasks associated with maintaining the building, which may include cleaning the center to maintain a clean and presentable space.
- Promote all recreational and nature activities, services, and programs.
- Displays a friendly, approachable, and energetic attitude, generating enthusiasm through guest contact to promote the recreational programs and activities on a daily basis.
- Requires original thinking, creativity, good communication skills, flexibility and resourcefulness.
- Attend and participate in regular meetings with recreation staff and interns.
- Provides assistance or backup coverage to other recreation employees as needed.
- Performs additional tasks as assigned.

Skills and Qualifications

- This position requires a minimum age of 16 years.
- Preferred certification in CPR and First Aid.
- Previous experience in hospitality, retail or childcare is preferred.
- Basic computer skills and experience working in Microsoft Office is preferred.

Physical Requirements

- This position requires the ability work in tight spaces, bend, sit and/or stand and to lift to 50 lbs.
- Must be able to perform simple grasping, fine manipulation, and repetitive hand & arm movements, and squeezing & overhead reaching.
- Must be able to go up and down numerous steps, bend, push, stoop, lift objects, squat, crawl, kneel, push, pull, and walk on uneven surfaces.
- Must be able to walk and drive outside in a variety of weather conditions (rain, wind, heat).

Compensation & Benefits

Compensation is \$12.50 per hour. Enjoy full access to resort amenities including restaurants, fitness center, pools, golf, tennis, volleyball, and basketball.

Information

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, or efforts associated with this position. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Fripp Island Golf and Beach Resort is an equal opportunity at will employer and does not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, sexual orientation, national origin, or due to pregnancy.