



# Example of Recreation Job Description

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Our company is growing rapidly and is looking for a recreation. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for recreation

- Assist with supervising and assisting with special events and group activities as directed by the
- Energetic and a people person is a must
- Organizes, participates and coordinates a variety of recreation programs, trips, events and activities for the benefit employees
- Secures facilities for activities, events and programs
- Interacts with program/event participants
- Promotes and encourages participation in events
- Drives employee shuttle
- Provide recreational services for Vocational Rehabilitation clients
- Teach recreation classes
- Assist RCTR members

## Qualifications for recreation

- 2 years experience directly related to the duties and responsibilities specified
- Must be able to speak, read, write and understand Vietnamese and English used in the workplace
- Must have excellent customer service skills and possess the ability to go above and beyond to please guests
- Position requires accounting skills, filing and creating reports - must be computer literate, organized and able to multi-task

- Upon hire will be required to obtain a valid Washington State Food Workers Card