

COMMUNITY CENTER ACTIVITIES MONITOR – PART TIME

DISTINGUISHING FEATURES OF THE CLASS: This position functions during two separate shifts on behalf of the Community Center at the Ida J. Yarborough Development, 260 North Pearl Street. The Activities Monitors are responsible for scheduling various events, programs and activities; and are required to monitor the environment and assure that all participants and programs are conducted according to the rules and regulations governing the use of the Community Center. The incumbent works under general supervision and must exercise good judgment and the ability to communicate well with the public.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides general information to the public on rules and regulations governing the use of the community space;
- Maintains written records on inventory and distribution of supplies, materials and equipment for all activities;
- Maintains a register of visitors, program coordinators and participants;
- Monitors events and activities to insure instructions and safety procedures are being followed as prescribed by AHA policy for use of community center;
- Assists with the screening of disruptive participants and, if necessary, secures assistance from proper authorities to maintain a safe and secure environment;
- Activates security alarm system for location daily;
- May assist with setting up and/or removal of furniture depending on the activity scheduled; provides general clean up and orderly presentation of the community center's location (spills, countertops, chairs, tables, etc.);
- Receives callers at the location and identifies the nature of their business;
- May refer persons to the appropriate location or supervisor when necessary;
- May inspect location to identify minor repairs and maintenance needs, records such needs and bring them to the attention of a supervisor;
- May assist in promoting special activities or events at the location for the residents of the development;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to understand and follow verbal and written instructions;
- Ability to meet and communicate effectively with the public and others;
- Ability to write legibly;
- Ability to organize work routine and prepare time schedules and calendar postings;

- Ability to be assertive and exercise good judgment;
- Ability to work independent of direct supervision;
- Clerical aptitude;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None required.

SPECIAL REQUIREMENTS:

Must possess a valid New York State Motor Vehicle License and must be able to work flexible hours when required. At time of appointment, applicant must be a resident of Albany Housing Authority in good standing.

Revised: 2/20/80
4/16/80
10/19/00
2/20/02

Approved by New York State Civil Service Commission 6/30/03