VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVENING AND WEEKEND ACTIVITIES ATTENDANT

BASIC FUNCTION:

Under the general supervision of an assigned manager, an Evening and Weekend Activities Attendant oversees the basic operations of evening/weekend classes and events, including assisting the public and staff in the use of facilities, responding to general public, student and faculty inquiries, and addressing security concerns.

REPRESENTATIVE DUTIES:

Provide first-line communication to students, staff and public participating in the evening/weekend studies program or activities; record and refer concerns/problems to appropriate day personnel and assigned manager; communicate room change or class cancellations.  

Monitor and/or staff a designated reception area, public counter, or visitor information center; provide information as appropriate; receive visitors and telephone calls and direct them to the appropriate location and/or information sources; assist with forms; respond to inquiries relative to various college functions, operations, policies, and procedures.  

Ensure readiness of facilities for all evening and weekend classes and events, and contact appropriate personnel for assistance as necessary; control access to assigned facilities by opening and closing them to the public; monitor ongoing use of the facility to ensure user compliance with all facility policies and procedures; resolve conflicts and problems that arise, including room conflicts; ensure facility is secure upon closing.  

Maintain and implement security and emergency procedures, including calling for law enforcement assistance when necessary; serve as first responder in emergency situations, serve as college representative for completion of accident reports and emergency medical reports; alert appropriate personnel of safety or repair needs.  

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, functions, policies, and procedures
- Principles of conflict resolution
- CPR/First Aid practices

ABILITY TO:

- Maintain records and prepare reports using a personal computer
- Interact tactfully, courteously, and effectively with staff and the general public

Established July 2008
EVENING AND WEEKEND ACTIVITIES ATTENDANT (continued)

Make independent judgments and decisions based on standard policy or procedures, particularly in problem and emergency situations.
Communicate effectively, both orally and in writing
Exercise judgment on when to refer issues to management

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or evidence of equivalent educational proficiency, AND two years of experience providing guidance to public or staff requiring problem-solving and decision-making in a professional capacity. Experience working in an educational environment demonstrating an understanding of the workings and goals of the institution is preferable.

LICENSES AND OTHER REQUIREMENTS:

A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.
A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Campus environment, subject to constant interaction with students, staff, and the public

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Walking to ensure campus security
Dexterity of hands and fingers to operate office equipment