

HESPERIA RECREATION AND PARK DISTRICT

PART TIME LAKE ATTENDANT

Position Description

Definition

Under direction, the Part Time Lake Attendant shall perform a wide variety of duties involving programs, facilities, events, activities, maintenance and other related duties with the Recreation District.

Essential Functions

1. Acts, when assigned, to work special events and park programs to assure safety and control.
2. Assists in the monitoring and supervising of participants and programs.
3. Performs maintenance/janitorial duties when needed.
4. Assists in the planning and organizing required to conduct assigned duties and programs.
5. Will assist in the training and oversee volunteers.
6. Will keep required reports and records, etc., and will handle moneys as needed.
7. Inform supervisor of issues, updates, and other pertinent information in a timely manner.

Marginal Functions

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative and must be public relations conscious.

This position is a part time position up to 19 hours a week.

- Must be able to work during the hours of 4:00 a.m. to 11:00 p.m. including weekends
- Hours can vary with programs, activities, and events scheduled or unscheduled. A variety of days and times will be required. Possible days, nights, and weekend work will be required at different locations throughout the community.

Minimum Qualifications

Experience and Education: Possess an education equivalent to the completion of the twelfth grade. Must be 18 years of age or older. Experience in Recreation activities is desirable.

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Knowledge of: Working with people, first aid and meeting the public is desirable.

Ability to: The interest and ability to work with people of all ages.

Working Conditions

Environmental Conditions: Usually works outside in a variety of inclement weather conditions ranging from; heat, cold, rain, sleet, snow, lightening, exposure to smoke, wind, dust, pollen, bees, possible irregular work hours, work around uneven surfaces.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for pushing, kneeling, bending, stooping, standing or walking for prolonged periods of time, use of hands to handle or feel objects, fill out necessary reports, carry clipboards, open and close gates.

Examination

All applicants will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process.

Must possess a valid California Driver License, and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and a background check as a prerequisite of employment.

Final Filing Date

Position open until April 30, 2021. All applicants are required to complete a District Application form that can be found at the District office or hesperiaparks.com and submit it in one of the following ways: email it to jobs@hesperiaparks.com; in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P.O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Hourly Rate: \$14.00 per hour.

Hesperia Recreation and Park District is an Equal Opportunity Employer.

Revised: 1/10/20

