

HESPERIA RECREATION AND PARK DISTRICT
PART TIME RECREATION ATTENDANT
Position Description

Definition

Under direction, the part time Recreation Attendant shall perform a wide variety of duties involving youth and adult sports programs, facilities, events, activities, maintenance, and other related duties with the Recreation District.

Essential Functions

1. Performs as Power Play (skate) Center, Epicentre (Teen Center), and gymnasium/sports field attendant.
2. Supervises and officiates various recreational sports programs.
3. Acts, when assigned, to work special events and park programs to ensure safety and control.
4. Assists in the monitoring and supervising of participants during programs, open skate, open gym, and special events.
5. Performs maintenance/janitorial duties when needed.
6. Assists in the planning and organizing required to conduct assigned duties and programs.
7. Assists in the training of and oversees volunteers.
8. Keeps required reports, records, etc., and will handle money as needed.
9. Monitors, oversees, and keeps score for varied youth and adult sports programs.
10. Performs opening and closing procedures at District facilities.
11. 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 of the Hesperia Recreation and Park District and must be public relations conscious.

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

- Hours vary with programs, activities, and events scheduled or unscheduled.
- A variety of days and times will be required.
- Possible day, night, and weekend work will be required at different locations throughout the community.

