

HESPERIA RECREATION AND PARK DISTRICT

PART TIME LAKE ASSISTANT Position Description

Definition

Under direction, the Lake Assistant shall perform a wide variety of duties involving the successful daily operation of Hesperia Lake. Lake operations include programming (fishing, day use, camping), facilities, special events, activities, maintenance and store operations including sales and other duties within the Recreation Division.

Essential Functions

1. Provides a high level of customer service.
2. Answers the telephone in a polite and professional manner.
3. Conducts retail sales, checks customer identification for alcoholic beverage sales, processes credit card transactions, campsite rentals, and assists patrons with their fishing and camping needs.
4. Performs inventory, stocking, and store organization.
5. Assists in the planning and organizing required to conduct assigned duties and programs.
6. Assists in the monitoring and supervising of participants and programs.
7. Keeps required reports and records.
8. Performs maintenance/janitorial duties when needed.
9. Acts, when assigned, to work special events and park programs to assure safety and control.
10. Informs 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 a week.

- A variety of days and times will be required. Must be able to work during the hours of 5:00 a.m. to 11:00 p.m. including weekends and holidays.
- Hours will vary with programs, activities, and events scheduled or unscheduled.

Minimum Qualifications

Experience and Education: High School graduate or equivalent. Must be 18 years of age or older. Experience in recreation programming and/or retail experience is desirable.

Ability to: Read and follow written and verbal instruction; deal with the public in a polite and courteous manner; have an interest in working with people of all ages; and work with other employees and maintain cooperative working relationships.

**Hesperia Recreation and Park District
Part Time Lake Assistant
Position Description**

Working Conditions

Environmental Conditions: Work regularly occurs in both indoor and outdoor environments. When working indoors, the environment consists of work on cement floors. Outdoor work consists of a variety of inclement weather conditions ranging from; heat, cold, rain, sleet, snow, exposure to wind, dust, smoke, pollen, bees; work on slippery or uneven surfaces; exposure to potentially hazardous chemicals.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for pushing, kneeling, bending, stooping, climbing, lifting, pulling, reaching, standing or walking for prolonged periods of time, use of hands to finger, handle or feel objects, carry clipboards, open and close gates, write reports, handle money, work cash register and office machines; sweeping, mopping, dusting; stock coolers and shelves.

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 filled. 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: \$15.75 per hour.

Hesperia Recreation and Park District is an Equal Opportunity Employer.

Revised: 2/8/23