

HESPERIA RECREATION AND PARK DISTRICT

PART TIME RECREATION SERVICE PROVIDER Position Description

Definition

Under direction, the Recreation Service Provider shall perform a wide variety of duties involving the After School Activities Program and Kids Kamp Program.

Essential Functions

1. Will conduct recreational programs for After School Activities Program and Kids Kamp Program.
2. Assist in the monitoring and supervising of the After School Activities Program and Kids Kamp Program.
3. Perform light maintenance duties when needed.
4. Assist in the planning required for conducting assigned duties.
5. Occasionally assist in planning, organizing, and other duties related to special events.
6. 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 District and must be public relations conscious.

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

- Must be available to work 12:00 p.m. to 6:15 p.m for the ASAP program and 6:00 a.m. to 6:00 p.m. for Kids Kamp during school closures.
- Hours vary with programs, activities, and events scheduled or unscheduled.
- Possible days, nights, and weekend work will be required at different locations throughout the community.

Minimum Qualifications

Experience and Education: High School graduate or equivalent. Must be 18 years of age or older. Experience working with children (including any volunteer experience). Experience in recreation, sports, and crafts preferred. Possess (upon hire) and maintain current CPR and First Aid certifications (no online certifications will be accepted). Must take or provide a clear, current (within 4 years) TB test from a medical office.

Ability to: Work with children; read and follow written and verbal instruction; deal with the public in a polite and courteous manner; work with other employees and maintain cooperative working relationships.

**Hesperia Recreation and Park District
Part Time Recreation Service Provider
Position Description**

Working Conditions

Environmental Conditions: Indoor and outdoor environment, exposure to possibly inclement weather conditions; exposed to products used for arts & crafts, glue, acrylic and watercolor paints, play-doh, clay; possible work around slippery and uneven surfaces; exposure to wind, dust, pollen, and bees.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, lifting; upper and lower body flexibility; standing or walking for prolonged periods of time; use of hands to finger, handle or feel objects; move rapidly to keep up with participants; hearing; clear speech; close and distance vision; mentally alert at all times.

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. Undergo and pass or provide a current (within 4 years) TB Test clearance. Provide a valid CPR and First Aid Certification upon hire (no online certifications will be accepted).

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: \$14.25 per hour.

Hesperia Recreation and Park District is an Equal Opportunity Employer.

Revised: 1/10/20