

## **HESPERIA RECREATION AND PARK DISTRICT PART-TIME RECREATION LEADER**

### **Definition**

Under direct supervision, the Recreation Leader shall perform a wide variety of support duties involving the operation of Kids Kamp, youth and adult sports, recreation programs, activities, facilities, District bar facilities, teen center, skating rink, lake, and special events. Duties will also include janitorial and light maintenance tasks and interacting with the general public.

### **Examples of duties**

Duties may include but are not limited to:

1. Implement and/or modify recreational programs, activities, and special events.
2. Monitor and supervise program/activity participants and facilities to ensure safety.
3. Officiate various recreational sports activities.
4. Perform record keeping and basic clerical functions for the purpose of supporting recreation programs, activities, and special events.
5. Provide a high level of customer service.
6. Perform inventory, stocking, and facility organization.
7. Perform janitorial and light maintenance duties as assigned.
8. Conduct retail sales, process credit card transactions, operate cash register/point of sales system and prepare Daily Sales Reports.
9. Follow and enforce all Department of Alcoholic Beverage Control/State of California/Local Laws, Rules and Regulations for the sale of alcoholic beverages.
10. Check and verify customer's identifications for alcoholic beverage sales, camping and fishing registration.
11. Setup and take down equipment required for facility rentals and recreational programs/activities.
12. Enforce building rules and regulations and program/activity rules and regulations.
13. Ensure that all facilities are locked and armed prior to leaving facilities.

### **Knowledge, Abilities, and Skills**

Knowledge of:

- Working with the public. Youth and adult sports fundamentals, cash handling, customer service, youth and teen activities, janitorial duties, bartending skills, fishing, and outdoor activities are desirable.

Ability and Skill to:

- Patiently work with people of all ages and abilities.
- Respond to questions from the public and staff.
- Communicate clearly both orally and in writing.

- Maintain cooperative working relations with employees, supervisors, and the public.
- Read and follow written and verbal instruction.
- Enforce District rules and regulations pertaining to the facilities, parks, programs, and activities.
- Lift up to 50 pounds.
- Climb a footstool or ladder for the purpose of retrieving goods/records.
- Perform duties of an emergency worker in the event of a natural or other disaster.

**Minimum Qualifications:**

Experience in recreation, sports, youth and adult programs/activities, working with people of all ages, retail, cleaning, fishing, outdoor activities, and high school diploma are desirable.

Some job duties may require employees to be either 18 years of age or older and/or 21 years of age or older.

**License or Certificate:**

Some job duties may require possession of a valid Class C California Driver's License and a good driving record. Ability to obtain First Aid and CPR Certificates and TB Test clearance.

**Working Conditions**

**Environmental Conditions:** Indoor and outdoor environment, exposure to possible inclement weather conditions; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines, wind, pollen, and stinging insects; possible work around slippery and uneven surfaces.

**Physical Conditions:** Essential and marginal functions may require maintaining physical conditions necessary for bending, stooping, kneeling, crawling, running, lifting, pushing, pulling, reaching, carrying, and squatting; sitting, standing, or walking for prolonged periods of time; use of hands to finger, handle or feel for objects, write, type, use telephone, operate office machinery, and handle money; close and distance vision; speaking; hearing, and driving vehicle. High level of concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

**Hourly Rate:** \$16.00 per hour