

EMPLOYMENT OPPORTUNITY  
**CITY OF IRWINDALE**



5050 N. Irwindale Ave., Irwindale, CA 91706 (626) 430-2200

## **RECREATION AIDE**

*(Hourly / Part-time / At-Will Position)*

(Position is limited to 999 hours per year with no benefits)

**\$12 per hour**

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### **POSITION:**

Under general supervision, provides general assistance and support to recreation program and activities; sets-up and issues equipment for recreational activities; assists in providing on-site supervision of recreation program and activity participants; and performs a variety of general and routine administrative tasks in support of recreation programs. Current CalPERS members are not eligible to apply for this position.

### **DUTIES AND RESPONSIBILITIES:**

- Provides general assistance within an assigned recreation program including City-wide special events, sports, teen programs, specialty classes, camps, excursions, and related recreation activities; participates in homework assistance as necessary.
- Provides courteous and expeditious customer service to the general public and City staff.
- Assists in providing on-site supervision to program participants; assists program participants in recreation activities in assigned area; enforces applicable program rules and regulations.
- Prepares recreational facilities for use; ensures that appropriate equipment and supplies are available for classes and events; sets up and takes down equipment.
- Registers patrons for programs; collects money for facility rentals, entrance fees, and various youth and adult courses/programs.
- Performs mathematical calculations and reconciles money received at the recreation center and swimming pool.
- Inspects and cleans recreation facilities including kitchen area, lobby, weight room, pool, shower and bathroom facilities.
- Assists with the preparation of flyers, signs, and banners.
- Opens and closes assigned facilities as necessary.
- Performs miscellaneous clerical work; operates computer terminals; prepares and maintains a variety of records and reports.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment.
- Adheres to City and departmental policies and procedures.
- Performs additional duties as required to address business needs and changing business practices.

**QUALIFICATIONS:** *Knowledge of:* Basic principles of recreation programs; group recreational and social activities; techniques and methods of organizing group activities; basic public relations; basic mathematics; effective instructional techniques; equipment used for assigned recreation activities; rules and regulations of sport activities; office procedures, methods, and equipment including computers; occupational hazards and standard safety practices. *Ability to:* Provide general assistance and support for assigned recreation programs and activities; set up and take down equipment for programs and special events; deal tactfully and effectively with the general public; demonstrate excellent customer service skills; work under pressure to meet deadlines; learn cashiering methods and procedures; perform basic arithmetical calculations at a level required for successful job performance; learn basic first aid procedures; operate a variety of office equipment including a computer; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. **Must be able to work varying hours including days, early mornings, afternoons, evenings, weekends and holidays.**

**EDUCATION AND EXPERIENCE:** Equivalent to the completion of the twelfth grade or currently attending high school. Some experience as a participant in recreational leadership activities is desirable.

**LICENSES/CERTIFICATES:** Must be at least 16 years of age (minors need to submit work permit). Possession of an appropriate, valid driver's license. **Must be able to obtain a First Aid/CPR Certificate within 3 months of hire.**

### **SELECTION PROCESS:**

Applications will be reviewed and those candidates whose experience most closely fit the needs of the City will be invited to continue in the recruitment process, which may consist of a written exam, performance tests, and oral interviews. The final candidate must successfully complete a thorough background which may include: medical exam, drug screening, employment history verification, DMV check, and fingerprinting.

### **APPLICATION PROCEDURE:**

Application forms may be picked up at Irwindale City Hall located at 5050 N. Irwindale Avenue, Irwindale, CA 91706 or downloaded from the City's website at [www.irwindaleca.gov](http://www.irwindaleca.gov). Completed application materials must be submitted by the final filing date. Resumes will not be accepted in lieu of a completed City application. **Please note that postmarks, emails, or faxed applications will not be accepted.**

**DEADLINE TO APPLY: Tuesday, February 27, 2018 at 6:00 p.m.**

All applicants must be legally eligible for employment in the United States. Applicants with legal disabilities who require special testing arrangements must contact Human Resources at least five (5) working days prior to the examination date. The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained in this bulletin may be modified or revoked without notice. The City of Irwindale does not discriminate and is an Equal Opportunity Employer.