



# EMPLOYMENT OPPORTUNITY

## Recreation Assistant

**Salary:** \$17.92 - \$25.33 Hourly

**Job Type:** Part-Time

**Department:** Parks & Recreation

**Benefits:** No Benefits

Under general supervision, assists in the planning and coordination of a recreation program, including after-school programs, youth sports, adult sports, contract classes, facilities rentals, and creation of marketing materials; ensures the efficient use, coordination, and scheduling of the Town's recreational and event facilities rentals and usage for private, community, and government events; assists with the administration of day-to-day activities related to rentals and usage, equipment, and supplies, and special events; performs a wide variety of customer service activities, including interacting with the public, setting up contracts and leases, and taking in fees and dues; performs related work as required.

### Job Functions

- Provides both on-site and off-site supervision of lower-level recreation staff and daily operations.
- Trains, coaches and schedules lower level and less experienced staff.
- Performs assigned administrative and operational duties, including customer service to the community and the general public, providing information regarding availability of facilities, parks, and athletic fields rental and usage, identifying facility needs, preparing and monitoring user contracts and agreements, assessing and processing fees and deposits, and other administrative support services necessary for the effective operation of the facilities.
- Prepares and maintains a variety of files and reports on a daily, weekly, monthly, and annual basis relating to the functions of assigned facilities.
- Receives cash and other forms of payment, such as checks and credit cards, for designated items; makes appropriate change; reconciles petty cash and cash drawers in an accurate and timely manner; processes refund requests and distributes to the appropriate personnel for approval; follows up with customers on outstanding payments for all private rentals.
- Performs a wide variety of administrative duties, including preparing correspondence, maintaining records, taking and properly processing phone calls, filing reports and records, creating forms, tables, and files, and entering information into and making appropriate changes to the appropriate electronic or hardcopy databases and tracking systems.
- Creates, maintains, and updates schedules and calendars for all facility use, including athletic fields, parks, facilities, and the Town's public swimming pool.
- Assists in the coordination of and participates in the day-to-day operations of assigned recreation program areas or sites; assists in organizing daily operations and participates in a variety of program activities; assists in evaluation assigned program areas and making recommendations for improvements.

- Assists in producing or personally produces materials such as weekly/monthly calendars, newsletters, flyers, and/or brochures to inform participants of program activities and upcoming events.
- Assists in planning a number of special events; ensures events run smoothly, responds to inquiries from the public, vendors, staff, and/or volunteer.
- Acts as the liaison between the Recreation Division, other Town departments and divisions, community groups, government agencies, local schools and businesses, and the general public.
- Performs other duties as assigned.

## Qualifications

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible paid or volunteer experience in recreation program assistance, facilities administration and coordination, or related functional area, including extensive customer service. Experience with clerical functions, cashiering, and/or general office work is highly desired.

### License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

### Certification:

- Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child and adult; Standard First Aid Certificate.

## Selection Process

A completed Town employment application is required by the close of recruitment on **Wednesday, October 18<sup>th</sup>, 2023, at 5:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*