

PARKS AND RECREATION DEPARTMENT

JOB ANNOUNCEMENT

The Human Resources Department is accepting applications for a
TEMPORARY, PART-TIME RECREATION AIDE
at Bidarki Recreation Center

Pay Range: **\$10. - \$15.** per hour, DOE

OPEN APPLICATION PERIOD: ongoing until filled

Applications & additional information available at City Hall

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: TEMPORARY RECREATION AIDE

DEPARTMENT : PARKS AND RECREATION

SUPERVISOR: PARKS AND RECREATION DIRECTOR

POSITION SUMMARY: Assists in the implementing of programs, collection of fees, sales, and facility maintenance and management at the Parks and Recreation Department.

ESSENTIAL FUNCTIONS:

1. Assist in planning and supervising of recreation programs and activities.
2. Admits patrons, collects money, and validates passes.
3. Performs registration for programs.
4. Performs maintenance duties, such as: cleaning floors in facility and daily cleaning of lockers/restrooms.
5. Maintains routine reports and records.
6. Enforces rules and regulations regarding safe and acceptable behavior in all areas of the facility.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School graduate or equivalent thereof preferred.
 2. Background in the field of recreation or youth programs, preferred.
 3. CPR certification and standard first aid or able to obtain within 30 days of employment.
 4. Ability to communicate effectively and work with patrons of all ages in various programs.
 5. Ability to understand and carry out instructions.
 6. Ability to learn simple office and record keeping skills.
 7. Ability to work a flexible schedule, possibly weekends and evenings.
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The above job description is not intended to describe the duties of an employee in general terms and does not necessarily describe all of the position duties. 6/14