

# RECREATOR III

## Hourly/Temporary

### \$12.21-\$14.84/hour (10-20 hours/week)

### Hours: Monday-Friday after school and weekends

To apply for this position, visit [www.calopps.org](http://www.calopps.org) or submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department, located at 295 - 89th St., Suite 105, Daly City, CA 94015.

Applications will be accepted for this position on a continuous basis. The selection process may include a physical activity exam and interview and can begin as soon as vacancies occur. Please note that applicants will be contacted to participate in the selection process on a first come, first serve basis. Please do not contact the Human Resources Department about the status of your application unless it has been more than 3 months.

This hourly position is not in Civil Service and does not receive benefits.

#### **POSITION**

The City of Daly City is looking for people interested in working 10-20 hours per week in a variety of settings selected by the Department of Library and Recreation Services. Our current openings are in the Recreation Division and may be in the areas of the Afterschool Youth Recreation Program, After School Education and Safety Program, Aquatics Program or Facility Attendant. This position will report directly to the Recreation Program Coordinator or Assistant Recreation Program Coordinator and will work Monday-Friday; and may also work some weekends.

#### **DEFINITION**

Under general supervision, a Recreator III independently performs assigned tasks which serve the public use of municipal recreation facilities and other duties as required.

#### **EXAMPLES OF DUTIES**

Open and close facilities following established guidelines, set up equipment needed for facility programs, perform routine maintenance and cleanup for assigned facilities, collect fees for facility use, maintain order and discipline in assigned facilities and programs by enforcing City and Departmental policies, may facilitate in assigned program areas, may supervise other part-time staff, volunteers, or court workers as assigned, and maintain accurate records and reports. May include specific assignments such as senior swim instructor, senior lifeguard, facility attendant and assisting with after school or summer programs. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** General facility operations, intermediate lesson instruction techniques for assigned area, and safety practices for assigned programs.

**Ability to:** Follow written and oral instructions, meet and communicate effectively with members of the public, carry out assignments requiring average physical strength such as setting up tables and chairs, learn and progress in this position, direct others, understand and enforce written and oral rules, regulations and policies, solve minor disciplinary problems, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** A minimum of two years working or volunteering with people in a customer service position.

**Education:** Graduation from high school or equivalent.

**License:** Possession of a valid Class C California Driver's License is desirable.

**Certification:** Possession of an American Red Cross Lifeguard Certification is required to work in the Aquatics area as a lifeguard. Possession of an American Red Cross Water Safety Instructor Certification is desirable to work in the Aquatics area as swim instructor.