



**Quality Assurance Mission Statement:** Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

## RECREATION LEADER I – HOURLY P/T

**DEADLINE FOR APPLYING: Open until filled.**

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312:

- District Employment Application (resume's will be accepted only with a completed Application)
- Current Employee's - submit an Employee interest form or an updated application. The Application or Job Interest form can be downloaded from the District's website at [www.norfun.org](http://www.norfun.org), Human Resource section or request from the Personnel Office at 392-2000.

**BASIC FUNCTION:** Works under direct supervision assisting with or leading a recreation activity or program or special event. If assigned to a Community Center would be responsible for the oversight of the assigned facility during rentals and is available to renter's needs and concerns.

**SALARY RANGE:** \$15.00 per hour

**HOURS:** Assigned various hours for programs and/or during rentals; primarily evenings and afternoons and some weekends.

**QUALIFICATIONS:** A combination of training and experience that provides the required knowledge, skills, and abilities to successfully perform the essential functions of this position. Generally obtained by having previous experience working with the public; participation and/or experience working in the specific recreational area or facility assigned; and some leadership experience. Knowledge of specific assignment or activity. Operation of computer helpful. Must be able to accommodate the work schedule; interact courteously with others; communicate effectively; understand and follow written and/or oral instructions; work with large or small groups; and work with minimal supervision. Must also be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** May be assigned to work in any of the following work environments: office, classroom, warehouse, gymnasium, various sports courts/fields. Facility and/or activity set-up, take-down, and clean-up. Some lifting may be required. Regularly interacts and communicates with participants, co-workers, supervisors, and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONDITIONS OF EMPLOYMENT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

**JOB DUTIES AND RESPONSIBILITIES:** Oversee an assigned facility during facility rentals; opening and closing a facility; setting up, moving, and tearing down equipment and/or tables and chairs; maintain stock and supplies and report shortages to supervisor; make sure restrooms are stocked; basic routine maintenance care of facility; enforce District's rules and regulations and ensure compliance with facility rentals including the vacation of the facility, clean-up, and post-event inspection; reports security issues, accidents and unsafe conditions as they occur and assists in making safe and orderly; responds to and resolves requests and questions from the public and provides direction to the renters; performs related duties as required.

**EQUAL OPPORTUNITY EMPLOYER**