

RECREATION AIDE

\$8.32 to \$10.34 per hour, 25 hours per week

INTERVIEW DATE: Interviews will be held for all applicants on Tuesday, May 13, 2008 from 3:00 to 5:00 p.m. at the La Mirada Resource Center. Applicants should be prepared for an oral interview and assessment exercise. Applications are to be submitted at the interviews. Applications are available on-line at www.cityoflamirada.org or at La Mirada City Hall. Questions can be directed to La Mirada City Hall (562) 943-0131.

JOB DESCRIPTION: Under general supervision of Community Services Supervisor or Community Services Coordinator, provides support to the Community Services Department in a variety of projects and functions.

TYPICAL DUTIES PERFORMED: (These examples do not include all the duties, which may be assigned; any one position may not include all the duties listed.)

- Assist in organizing, and instructing youth, adult and senior activities, and teaching the fundamentals of play and sportsmanship in recreational activities.
- Assist in organizing and officiating adult sports activities.
- Assist in maintaining and cleaning facilities.
- Set-up facility for sports leagues, classes, and activities.
- Adheres to City and departmental policies and procedures.
- Administers first aid.
- Attend bi-monthly staff meetings.
- Understand and interpret directions.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Policies, procedures, and regulations governing the conduct and safety of persons using equipment and facilities. Methods, practices, and equipment used in maintaining an effective recreational program. First aid and safety practices.

Ability to: Lift 20 lbs. Work varied shifts, including nights and weekends. Be a source of accurate information. Exercise good judgment, courtesy, and tact with staff and public. Follow a room set-up guideline, perform basic math functions.

EXPERIENCE AND EDUCATION:

Experience:

Prior recreation experience is desirable. Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Education:

Must be at least 16 years of age and be able to provide a work permit if under 18 years of age and have not completed High School or the equivalent.

LICENSE OR CERTIFICATE:

Possession of a Valid California Driver's License or California ID card.

Possession of CPR and First Aid certificate is required at time of appointment.

FINAL FILING DATE: MAY 13, 2008 AT 5:00 P.M. Interviews to be held Tuesday, May 13, 2008 from 3:00 p.m. to 5:00 p.m. at La Mirada Resource Center, 13710 La Mirada Blvd. Applications are to be submitted at the interviews. Applications are available on-line at www.cityoflamirada.org or at La Mirada City Hall or call our job line at (562) 902-2357.