



CITY OF NORCO EMPLOYMENT OPPORTUNITY

DEPARTMENT OF PARKS, REC. & COMM. SERVICES

YOUTH/ADULT SPORTS PROGRAM RECREATION AIDE/GYM ATTENDANT (Part-Time - 20 Hours Per Week)

HOURLY RANGE: \$9.00

BENEFITS:

Effective 7/1/2015 – sick time accrual

TYPICAL DUTIES:

Under close supervision, position performs specific recreational support functions from general sports to leading sports group activities for children and adults; custodial and customer service at Riley Gym and performs other job related work as required.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of typical duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed.

TASKS:

Participates in the administration of a variety of recreation and community services programs; performs sports group/children activities in gym setting. Provides assistance and information to the general public; performs a variety of general maintenance and custodial duties of Riley Gym and other facilities; performs basic maintenance duties; maintains safe work practices; may be required to work weekends, evenings and/or holidays. Ability to bend, stoop, lift up to 50 pounds for the purpose of lifting and holding children and/or equipment; ability to deal with difficult customers. Prompt and regular attendance.

EMERGENCY SERVICES:

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

MINIMUM QUALIFICATIONS:

At least 16 years of age.

Valid California Diver's License and a good driving record.

Basic first aid and CPR certification may be required within three months of appointment.

QUALIFICATIONS:

Experience: Any combination of training and experience which provides the required knowledge and ability.

Education: Minimum 10th grade education.

Knowledge of: Methods and techniques for the provision of specific recreation activities such as organized sports (e.g. basketball, tee ball other sports), games, arts and crafts, music, drama and other organized leisure activities. Basic office support activities and equipment. Basic repair and maintenance methods, tools and practices. Safe work practices.

Ability to: Assist in the conduct of recreational activities. Learn assigned duties. Learn and enforce community services program rules, procedures and policies. Perform physical labor. Operate appropriate office or other machinery used on the job. Follow directions and use good judgment in performing assigned work activities. Maintain good public relations with people.

PHYSICAL REQUIREMENTS:

Ability to stand, stoop, reach, and bend and lift up to 50 pounds for the purpose of lifting and holding children and/or equipment.

WORK ENVIRONMENT: Work is performed in recreation facilities indoors and outdoors in a variety of environmental conditions such as parks, outdoor recreation and special event environments. May be exposed to extreme weather conditions, moving traffic, construction sites, hazardous chemicals, toxic fumes, irate citizens, infectious diseases, and air and water borne pathogens.

SELECTION PROCESS: The City of Norco reserves the right to screen all applications and only candidates who meet the minimum job qualifications and who are the most highly competitive may be invited to an oral interview and/or testing.

FILING PERIOD: Position will remain open until filled. Recruitment may be closed at anytime without notice. **City of Norco application required, resumes not accepted in lieu of a City application.** No faxes or emails.

APPLY TO: City of Norco, Human Resources, 2870 Clark Ave., Norco, CA 92860. City applications available at City Hall or may be downloaded from the City's web site at: http://www.norco.ca.us/depts/fiscal_n_support_services/employment.asp

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW:

All new employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

BACKGROUND CHECK:

All employment offers are conditional based on the successful completion of a background investigation and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Norco encourages current City employees to apply for vacancies.