



**CITY OF NORCO
EMPLOYMENT OPPORTUNITY
DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES**

**WEE PEOPLE PROGRAM
RECREATION AIDE**

(Part-Time - Max 20 Hours Per Week & 999 hours per fiscal year)

HOURLY RATE: \$10.00-\$12.15/hour, depending on experience

BENEFITS:

Sick time accrual, one hour for every 30 hours worked with a 48 hour accrual maximum. The City does not participate in Social Security. In lieu of social security, employee contributes 5% and City contributes 2.5% in a 457 plan.

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.

TYPICAL DUTIES:

Under close supervision, to perform specific recreational support functions from general clerical to leading group activities for children; and to perform other job related work as required.

TASKS:

Participates in the administration of a variety of recreation and community services programs; performs group/children activities in indoor and outdoor setting. Provides assistance and information to the general public; performs a variety of general maintenance and custodial duties of recreational facilities; 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 18 years of age.

Valid California Driver'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: High School graduation or equivalent.

Knowledge of: Methods and techniques for the provision of specific recreation activities such as games, arts, 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 individuals.

PHYSICAL REQUIREMENTS:

Requires mobility to stand, stoop, reach, and bend and lift up to 50 pounds for the purpose of lifting and holding children and/or equipment. Requires vision (which may be corrected) to read small print. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

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: Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. The successful candidate will be required to submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). Criminal background investigations will be conducted for all positions. All employment offers are conditional based on the successful completion a drug-screening test in accordance with our drug free workplace policy.

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FILING PERIOD: Position will remain open until filled. This recruitment may be closed at anytime without notice. **Applicants must complete and submit an original City of Norco employment application. Resumes are not accepted in lieu of a City application. Faxes or emails will not be accepted.** Submit your application by either walk-in or postal service. Cover letters and/or resumes are encouraged to be included with the application to help outline the candidates' experience/qualifications for the position.

APPLY TO: City of Norco, 2870 Clark Avenue, Norco, CA 92860. City applications may be downloaded from the City's web site, www.ci.norco.ca.us.

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, gender identity, 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, physical 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 does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.