

## Job Announcement



**Position:** Recreation Leader

**Location:** Coalinga/Huron, California

**Deadline:** OPEN

**Position Description:** Under general supervision employees perform a variety of recreational activities at various city sites or programs; plans, directs, and coordinates activities at program sites and facilities. Performs related duties as required. Employees will be required to work evenings and weekends.

**Recreation Leader:** This is the entry level position for recreation employees who are not required to have previous recreation leadership skills. Employees in this class perform related duties according to established procedures. A variety of tasks may be assigned, each step usually follows a pattern which has been established and explained before work starts.

### **Duties and Responsibilities:**

1. Front desk clerk who greets and checks in guests and receives payments for DASH. Candidate will get training on the computer software program.
2. Distributes and collects program equipment and supplies.
3. Records daily attendance and/or receipts
4. Performs basic participant in safety inspections.
5. Performs general maintenance, general cleaning in the weight room, cardio room, gymnasium and restrooms.
6. Supervises rentals at CHRPD facilities
7. Help the Recreation Supervisor manage sports and community events
8. Help the Recreation Supervisor with a variety of task to include set up, take down and supervision of events, production of sport and event shirts, marketing of programs to the public.

### **Qualifications**

RECREATION LEADER: Any combination of training and experience which demonstrates an ability to perform the duties of the position; experience working with children or adults is desirable. Experience in sports or creative arts is desirable.

### **The District**

**The Coalinga-Huron Recreation and Park District encompasses over 860 miles and was formed in 1972 to serve both the communities of Huron and Coalinga, CA. With a total population of 27,000 people, CHRPD is responsible for the maintenance, and operation related to special events, activities, sports, and recreation programs for youth and adults that takes place in four parks (totaling 50 acres), two community centers, one fitness center, two pools, and a Landscape and Lighting Maintenance District. CHRPD also operates Camp Yeager, a camp accommodating about 125 people located in Cambria, CA.**

### THE RECRUITMENT PROCESS

- Application: Applicants must submit a CHRPD application and other documents required as specified in the job announcement by the closing time specified on the final filing date.