



City of CERES Together We Achieve



RECREATION LEADER

Reception/Customer Service

\$14.25 to \$15.71 Per Hour

Monday to Friday, 12 p.m. to 7 p.m.

Part-Time



Summary Description Under the direction of the Senior Recreation Leader or an assigned supervisor/coordinator, the Recreation Leader is responsible for assisting in front office, answering phones and organizing and leading activities for children and adults in the City's recreation programs including youth and adult programs, aquatics programs and senior programs; or when assigned to site responsibilities, monitoring the public and private use of city-owned facilities. Such use may include, but is not limited to, meetings, weddings, parties, dances, recreational events, etc. This position will provide excellent customer service both internally and externally at all times and can require set-up and clean-up for scheduled activities. This is an at-will, intermittent, part-time, hourly wage position without City-paid benefits. Some evening and weekend work may be required.

Responsibilities may include:

Implement all daily activities of the program as assigned, including carrying out program schedule, participating in all program activities, monitoring, and enforcing rules and regulations, maintaining a safe environment and collecting any necessary paperwork. Instruct program participants in rules, model appropriate behavior and monitor strict adherence to program guidelines and enforce rules. Exercise sound judgment in addressing behavior problems. Establish and maintain a respectful and courteous working relationship with participant, volunteers, staff, and those contacted in the course of work. Exhibit enthusiasm for the program.

When assigned to Facilities/Site Monitoring:

Monitor the use of city owned facilities and ensure the strict adherence to the rules governing the use of city facilities. Responsible for the appropriate use, minor repair of, and proper storage of supplies and equipment used in city facilities. Assist in set up and take down. Provide Customer Service. Ensure facilities and restrooms are cleaned.

Requirements:

Possession of high school diploma or GED certificate, Valid Driver License and Experience in sales or customer service role dealing with the public and the ability to lift up to 50 lbs.

Application Deadline: *Until Filled*
First review of applications: *October 22, 2021*

Applicants must submit a completed online City job application. To apply and view complete job information, please visit <https://www.calopps.org/city-of-ceres>. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact Shirley Ventura at (209) 538-5747 or sventura@ci.ceres.ca.us