

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Recreation Assistant (Bogart)

Dated: July 1st, 2022

Hourly Rate: \$Min. Wage - \$20.00

DEFINITION

The Recreation Assistant (RA) is classified as a “Casual” or “Part Time” position as defined by the BCVRPD Employee Handbook and is subject to safety sensitive guidelines of the District. The RA must be flexible and will assist all departments of the District with a full range of duties including fields, recreation, maintenance, special events and office duties. This position must be available to work evenings, Saturdays, and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician.

Receives general supervision from the Athletic Facilities Coordinator and Assistant Maintenance Superintendent.

Exercises no supervision over others.

ESSENTIAL FUNCTIONS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Performs all clerical duties and functions for the District office, including office duties, answering phones and phone messages, filing, photocopying, etc.
- Greets the public and assists customers with information about the District and its programs.
- Responsible for processing RV reservations including but not limited to booking sites, sending/ receiving required paperwork, receiving payments, and posting of the RV schedule weekly. Maintain the RV files and verify departure dates are followed.
- Collection and receipt of fees for parking, RV reservations and various programs of the District and process accordingly.
- Required to drive an automobile to perform various duties.
- Assist the maintenance department.
- Assist with activities, programs, and special events.
- Collection of fees for admissions, parking and programs.

MARGINAL FUNCTIONS

- Cleaning and maintain restrooms.

- Clean public areas including picking up and emptying trash containers.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess and maintain a CA Drivers license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Positive public relations etiquette.
- District programs, facilities and fees and the techniques for planning and coordinating such.
- Time management and effective scheduling.
- General office procedure and use of office equipment.
- Advanced computer skills and applicable programs including Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures.
- Safety and incident procedures. Completing incident/accident reports.
- Operation of various park equipment and machinery.

Ability to:

- Must have the ability to work independently in the absence of supervision.
- Work as part of a team.
- Follow written and oral instructions.
- Communicate effectively in oral and written form.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Identify safety issues and take effective course of action.
- Work under time constraints.
- Operate standard office equipment such as telephone, calculator, personal computer, photocopier, and credit card reader.
- Receive and account for monetary fees.
- Respond to user complaints and inquiries
- Prioritize and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Work in inclement weather conditions.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Experience & Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience in previous employment in a job of similar duties. Two (2) years' experience in recreation programs or related fields. Advanced computer skills.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Ability to lift up to 50 pounds occasionally and lift of to 25 lbs. routinely. Required to carry, push, pull, lift, walk, run, crouch, reach, climb, stoop, kneel and bend. Sufficient manual dexterity required to operate equipment. Regularly use a telephone/cell phone for communication. Work in an office and use equipment such as personal computers, copier and facsimile machines. Work in an outside environment, occasionally in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Office environment, fields, and other facilities. Conditions include working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, snow, and wind.