



CITY OF LA MIRADA
Human Resources Office
13700 La Mirada Boulevard
La Mirada, CA 90638
(562) 943-0131
<http://www.cityoflamirada.org>

invites applications for the position of:

Recreation Aide

SALARY: \$14.00 - \$15.76 Hourly

OPENING DATE: 03/01/21

CLOSING DATE: 04/05/21 04:00 PM

JOB DESCRIPTION:

Approx. 20 - 30 hours per week (summer season)
Approx. 0 - 20 hours per week (non-summer season)
Hourly/Part-Time/At-Will/Seasonal Position

Under general supervision, provides support to the Community Services Department in a variety of programs, projects, and functions.

TYPICAL DUTIES PERFORMED:

(These examples do not include all the duties which may be assigned.)

- Assists with a wide variety of activities for children and adults including after school programs, sports, day camps, tournaments, games, and special events.
- Assists in organizing, officiating, and instructing children and adult activities, and teaching the fundamentals of play and sportsmanship in recreational and sports activities.
- Assists in maintaining and cleaning City facilities.
- Sets-up facilities for sports leagues, classes, activities, and special events.
- Assists in answering telephones, attending the public counter, answering inquiries, class registrations, collecting fees, issuing receipts, taking messages, greeting the public, and emergency situations, including administering first aid.
- Accurately keeps score for city-wide leagues.
- Attends staff meetings, trainings, and workshops.
- Adheres to City and departmental policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Must possess excellent customer service skills.

Knowledge of: Methods, practices, and equipment used in maintaining an effective recreational program. CPR, AED and First Aid safety practices.

Ability to: Read, understand, and carry out written and oral directions. Be a source of accurate information. Follow a room/facility set-up guideline, perform basic math functions. Establish and maintain effective working relationships with the public, community groups, staff, and other agencies. Must be able to lift up to 50 lbs. and work varied shifts, including nights, weekends, and holidays.

EXPERIENCE AND EDUCATION:

Must be at least 16 years of age and be able to provide a work permit if you have not completed high school or the equivalent and are under age 18. Prior recreation or education experience is desirable.

LICENSE OR CERTIFICATE:

Possession of a valid California Driver License or California ID card is required.

Possession of CPR, AED and First Aid certificates are required within the first month of employment.

SUPPLEMENTAL INFORMATION:

Applicants chosen to continue in the selection process should be prepared to participate in an oral interview during the week of April 19, 2021.

Please note: Applicants selected to be hired are required to attend training on the following dates and times:

- Friday, June 4 – 5:00 p.m. to 7:00 p.m.
- Saturday, June 5 – 9:00 a.m. to 1:00 p.m.
- Sunday, June 6 - 9:00 a.m. to 1:00 p.m.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityoflamirada.org>

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humanresources@cityoflamirada.org

Position #2021-00009
RECREATION AIDE
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