



THE CITY OF ARTESIA, CALIFORNIA

18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

Telephone 562 / 865-6262

FAX 562 / 865-6240

"Service Builds Tomorrow's Progress"

**RECREATION AIDE
(PART-TIME, NO BENEFITS)
PARKS AND RECREATION DEPARTMENT
Salary Range: \$10.50-\$12.77 per hour
Deadline Date: January 20, 2017**

The Position and Job Summary:

Under supervision, this position will primarily be assigned to assist with sports programs at Artesia Park. This may include, but is not limited to, completing baseball field preparation, assisting with youth sports clinics, special events, park office coverage, working with youth sports coaches and other volunteers.

This position is limited to less than 960 hours per fiscal year (July 1 to June 30) with no benefits. This position is subject to and dependent on the continued availability of funds for the succeeding fiscal years and manpower needs of the department. The successful candidate will be required to work weekends, evenings and holidays. Primary job location is at Artesia Park located at 18750 Clarkdale Avenue, Artesia, CA 90701.

Job duties:

The person holding this position will perform a variety of job duties related to the implementation of program activities, including but not limited to, the following:

- Field preparation of baseball and softball fields.
- Assist with the implementation of youth sports clinics.
- Register patrons for recreation programs/classes and collect fees.
- Assist in the implementation of special events.
- Assist with the preparation of materials for programs and events such as program flyers and purchase requests.
- Provide park office coverage including greeting patrons and answering phones.
- May set up and break down equipment in community centers for programs.
- Keeping park facilities clean and free of trash.
- Locking/Securing exterior facilities and community centers.
- Provide excellent customer service to the public.
- Perform other related duties as assigned.

Essential Knowledge/Skills: The person holding this position must be at least sixteen years of age and either be currently in high school or have completed a High School Diploma or equivalent. Experience in the area of sports and recreation or related field,

