

Cameron Park Community Services District

Job Title:	Recreation Leader	Department/Group:	Recreation Department
Location:	Cameron Park CSD	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Seasonal, Part-time
Applications Accepted By:			
MAIL: Name Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Seasonal, part-time: Under Recreation Supervisor or Coordinator direction, the Recreation Leader will perform a variety of tasks related to facilities and patrons, reception and cashiering, facility user groups, and/or day camp participants for Cameron Park CSD.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Operates Park Kiosk, Pool concessions, works in facilities role for Recreation, or as Day Camp Leader • Ensure cleanliness of floors, walls, counters, windows, equipment, and surrounding area, including trash pick-up and removal. • Understands, informs and enforces patron compliance of policy, rules and regulations and render first aid as needed. • Issues reserved or specified sports equipment to park patrons and collects reimbursable security deposits for equipment use. • Supervise participants and lead activities, including but not limited to crafts, group sports/games both indoor and outdoor. • Monitor user groups and enforce COVID protocols when assigned to Community Center • Use proper PPE as dictated by facility, local, and state guidelines • Ensure proper sanitation of high-touch surfaces, and equipment as written in facility operational plans • Use strong customer service and interpersonal skills with youth, co-workers and parents, and patrons of the CSD and its programs. • Proper handling of pre-prepared food items. • Maintains inventory and other required records. • Attends required training sessions and meetings. • Establish positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public and maintain a professional work ethic. • Ability to receive and carry out written and oral instructions. • Establish and meet timelines, is proactive, and shows strong organizational skills. • Answers phones and takes messages for park and recreation staff when appropriate. • Performs other related work as required. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p><u>Knowledge of:</u> Entry gate operations; money handling; basic property and patron security measures, and public relations.</p>			

Skill in:

Cash register operation, counting and making correct change, communicating effectively with the public in person or by phone, working with a wide variety of park patrons, enforcing rules and regulations, light gardening, janitorial and maintenance, and following written and verbal instruction.

Ability To:

Perform light maintenance including, but not limited to, bending, light lifting, writing, using cash register or computer, sweeping, raking, watering, minimal bookkeeping and handle sensitive situations.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Current First Aid and CPR certificates.
- At least 16 years of age.
- Experience or education working with patrons, customer service, or parks and recreation services.
- Must have clean and neat appearance. (*Uniform Shirt provided*)

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time