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CITY OF EL CAJON
invites applications for the position of:

Recreation Specialist III

Park Attendant

SALARY: \$17.92 - \$20.08 Hourly

OPENING DATE: 03/30/21

CLOSING DATE: Continuous

JOB OVERVIEW:

The City of El Cajon is currently searching for enthusiastic individuals to join our Parks & Recreation Department. This position requires staff to close and lock parking lot gates upon park closing time. Individuals will drive a City vehicle to City of El Cajon parks and enforce park closing rules with patrons. The ideal candidate is willing to work nights and weekends and is able to work independently.

THE POSITION:

As a Recreation Specialist III, or Park Attendant, this position requires the ability to perform a full range of duties as assigned, working independently and exercising judgment and initiative. Recreation Specialist III's receive instruction and/or assistance from the Recreation Supervisor or Parks & Recreation Manager. Recreation Specialist III's are able to adjust when new or unusual situations arise and are fully aware of the operating procedures and policies of the work. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. Recreation Specialist III's are required to have prior related experience.

This position is utilized in various ways throughout the City:

- Locking Parking Lot Gates upon Park Closing Time
- Enforcing Park Rules and Closing Times
- Special Event Staff
- Other responsibilities as needed and assigned

TYPICAL DUTIES:

- Directing and supervising park patrons
- Maintaining records pertinent to parks
- Ensuring the health, welfare, and safety of park patrons
- Working closely with the Recreation Supervisor and Parks & Recreation Manager
- Assisting with organizing and cleaning facility areas and equipment
- Establishing and maintaining relationships with park patrons, community center staff and other key individuals
- Maintaining a fun and positive attitude daily to create a happy environment for patrons
- Other duties as assigned

DESIRED SKILLS/QUALIFICATIONS:

- Possess excellent customer service and communication skills
- Ability to work with the public and give effective guidance to park patrons

- Ability to provide the necessary support to ensure the health and well-being of all patrons and staff
- Must be able to take direction as well as have the ability to take initiative
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Possess a valid Class C California driver's license with a safe driving record and willingness to drive a City vehicle
- Ability to evaluate emergency situations and act decisively and effectively to resolve them communicate clearly, concisely, both orally and in writing
- Requires a flexible work schedule that will require evening and weekend hours, as well as holidays

For the full job description, please visit our website: [Recreation Specialist III](#)

EXPERIENCE & EDUCATION:

Education: Educational achievement equivalent to completion of high school. College-level courses in recreation, education, physical education, or related field is desired.

Experience: One year experience and/or training performing duties comparable to a Recreation Specialist II and/or some experience in parks & recreation. Experience working with the public in a park setting is desired.

Special Requirements: Ability to obtain a CPR card and First Aid Certificate. May be required to provide means to commute between work sites in course of work, including the use of personal vehicle during assigned shifts. Will be required to possess or have the ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record. Ability to lift and move up to 20 lbs.

ADDITIONAL INFORMATION:

NO DISCRIMINATION POLICY

The City of El Cajon does not discriminate on the basis of race, color, national origin, sex, religion and handicapped status on employment or the provision of services.

200 CIVIC CENTER WAY * EL CAJON, CALIFORNIA *(619)441-1754

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofelcajon.us>

Position # _____
 RECREATION SPECIALIST III
 CP

200 Civic Center Way
 El Cajon, CA 92020

619-441-1736

hr@cityofelcajon.us

Recreation Specialist III Supplemental Questionnaire

* 1. What days/hours are you available?

*2. This position primarily requires me to work nights and weekends, I understand this and am available during these times.

- ☐ Yes
- ☐ No

* 3. Do you have experience in any of the following areas?

- ☐ Park and/or Facility Closures
- ☐ Customer Service
- ☐ Youth Sports; i.e. Basketball, Soccer
- ☐ Youth Day Camps
- ☐ Arts and Crafts
- ☐ Dance and Fitness
- ☐ Gymnastics and Cheer
- ☐ Preschool Activities
- ☐ Swim and Lifeguard
- ☐ Banquet Facility
- ☐ Outdoor Recreation
- ☐ Special Events

* 4. How many years of experience do you have working with the public and/or in the field of parks and recreation, hospitality, front office or related field?

- ☐ None
- ☐ Less than 1 year
- ☐ 1 but less than 2 years
- ☐ 2 but less than 3 years
- ☐ 3 but less than 4 years
- ☐ 4 or more years

* 5. Do you have a First Aid card? If yes, what type?

* 6. Please describe any additional experience you may have with park and facility supervision, operating City vehicles, enforcing park rules with patrons, and/or working with members of the public.

* Required Question