



CITY OF CUDAHY EMPLOYMENT OPPORTUNITY

Recreation Aide

**\$10.00 - \$10.25 - \$10.50 Hourly
(Hourly/Part-time/At-Will/Seasonal)**

ABOUT THE CITY

The City of Cudahy is located in Southeast Los Angeles next to the L.A. River and the 710 freeway. Cudahy is both a small city and part of a large metropolis, with a unique name and colorful history. In the City of Cudahy, the future is bright, numerous initiatives are underway to maintain the environment, improve the quality of life, encourage business growth, develop a trained workforce, and provide recreational and social activities for its residents. Learn more about us by visiting www.cityofcudahyca.gov. Qualified candidates with a strong public service interest are encouraged to apply.

THE POSITION

Under direct supervision assists the Recreation Supervisors in providing general assistance and support to assigned recreation programs and activities; sets up and issues equipment for recreational activities; assists in providing on-site supervision of recreation program and activity participants; and performs a variety of general and routine administrative tasks in support of recreation programs.

EXAMPLES OF ESSENTIAL DUTIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Provides general assistance within an assigned recreation program including sports, special events, after school programs, day camps, arts and crafts, facility reservations, or other recreation programs;
- Assists in providing on-site supervision to program participants; assists program participants in recreation activities in assigned areas;
- Sets up and takes down equipment; issues and collects recreation equipment and supplies;
- Responds to public inquires in a courteous manner;
- Engages in staffing recreation activities; field maintenance; score keeping and officiating;
- Inspects playground areas and athletic fields, for broken equipment or hazardous conditions; prepares facilities for activities; records daily attendance; makes assignments to available areas;
- Distributes and cares for recreation equipment and maintains schedules; takes registrations and collects fees;
- Performs related work as assigned;
- May be required to work evenings, weekends, and/or holidays;
- Performs a variety of routine office work including assisting at the front counter and answering phones.
- This job description is explanatory but not restrictive. It is not to be construed to limit the assignment of duties and responsibilities of the position.

QUALIFICATIONS, EXPERIENCE AND ABILITY

Knowledge of: basic operations, services and activities of a recreation program; general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special events; appropriate safety precautions and procedures within the area of assignment; good customer service skills; methods and techniques of first aid and CPR; policies and procedures relating to the safety of participants; basic rules and regulations governing competitive group athletic games and sporting events.

Ability to: provide general assistance and support for assigned recreation programs and activities; organize and supervise a variety of activities at various types of sites recognizing the basic needs of those involved in the programs; effectively interact with the public and City staff; set up and take down equipment for programs and special events; respond to emergency situations and administer first aid and CPR as necessary; perform duties outdoors involving walking, bending, kneeling, and lifting; understand and carry out verbal and written instructions utilizing the English language; get from one location to another in the course of doing business; maintain enthusiasm and a willingness to learn.

RECRUITING GUIDELINES

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

Education and Experience: Education at a level that provides the ability to read and understand instructions; those attending high school must acquire a valid work permit issued by the local Board of Education, if applicable; a minimum of 50 hours of volunteer or paid experience in the recreation field is desirable.

Necessary Special Requirements:

- Ability to operate a telephone and copying machine;
- Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person;
- Ability to sit, stand, stoop or bend and see;
- Ability to lift up to 15 pounds.

HOW TO APPLY

Interested candidates are encouraged to apply immediately by submitting a City employment application, cover letter, and resume. Applications may be obtained from the City of Cudahy, 5220 Santa Ana Street, Cudahy, CA 90201, or the City's website at www.cityofcudahy.com.

Completed City Employment Applications and Resumes may be mailed to the City of Cudahy, 5220 Santa Ana Street, Cudahy, CA 90201, dropped off, or scanned/mailed to jhernandez@cityofcudahyca.gov.

For specific questions regarding this position, contact Human Resources at 323-773-5143 ext. 223, or email jhernandez@cityofcudahyca.gov.

SELECTION PROCESS

All applications will be screened in relation to the criteria outlined in this job announcement. Only those candidates determined to be the most qualified on the basis of experience, training, and education will be invited to participate further in the selection process.

The selection process will consist of interviews with a panel where candidates will be evaluated and rated on responses to pre-defined questions, as well as a skills based performance exam (writing exercise). The successful candidate(s) will move to the background and reference checking stage.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, and criminal background investigation, including fingerprinting (a felony or misdemeanor conviction may disqualify the applicant from City employment), if applicable.

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Cudahy will only hire individuals who are legally authorized to work in the United States.

Reasonable Accommodation: Applicants with disabilities who require special testing arrangements must notify the Human Resources Department at the time the application is submitted.

BENEFITS

RETIREMENT PLAN: The City contributes towards a retirement plan for all hourly part-time employees through the Accumulation Program for Part-time and Limited-service Employees (The APPLE Plan). The City contributes 3.75% of the employee's salary as deferred compensation. Additionally, employees contribute 3.75% of salary towards this program on a pre-tax basis.

SICK LEAVE: Hourly part-time employees will receive 24 hours of sick leave after 30 days of employment. Hourly part-time employees may accrue up to a maximum of 48 sick leave hours, but may only use a maximum of 24 sick leave hours during the calendar year.

The City of Cudahy is an Equal Opportunity Employer