



# City of Grover Beach

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## RECREATION SPECIALIST (Part-Time) “Skate Park Attendant” \$8.00 - \$11.00/hour

### FILING DEADLINE:

Open until filled

The City of Grover Beach Parks & Recreation Department is accepting applications to fill two part-time openings for coverage at the South County Skate Park. The *Skate Park Attendant* oversees day-to-day operations at the Skate Park, working a flexible schedule of approximately 10 to 20 hours per week (including weekends & holidays). Must be responsible, dependable, friendly person at least 18 years of age, able to work independently and willing to enforce rules & regulations; must have CPR certificate or be able to obtain within 30 days of hire. See “How to Apply” on page 3 of this flyer for further information.

Employees in this job class receive general supervision from assigned Recreation Coordinator within a framework of standard policies and procedures.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- ▶ Provides customer service and supervision of daily operations at the South County Skate Park;
- ▶ Sets up for daily activities;
- ▶ Responsible for collection of administrative/user fees;
- ▶ Verifies completion of waiver/release form for each participant;
- ▶ Monitors skaters’ use of proper safety equipment;
- ▶ Performs safety checks and maintains control over a safe environment at all times, ensuring that all skaters obey safety rules both inside and around the perimeter of the Skate Park;
- ▶ Implements appropriate disciplinary procedures as needed;
- ▶ Monitors, identifies, and reports unsafe conditions;
- ▶ Responds to complaints regarding damaged properties and reports findings as appropriate;
- ▶ Prepares daily and weekly reports summarizing collection of fees;
- ▶ Ensures cleanliness of Skate Park during hours of operation and at closing;
- ▶ Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public;
- ▶ Performs other related duties as required.

### **PHYSICAL, MENTAL & ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard and/or calculator. Additionally, the position requires near and far vision in reading written reports and work-related documents. Hearing sufficient to provide telephone and personal service is required, as well as speech sufficient to communicate in group settings. The nature of the work may require the incumbent to work outdoors and lift equipment and materials weighing up to 25 pounds. *(Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.)*

### **MINIMUM QUALIFICATIONS:**

**Education and/or Experience:** Any combination of training and experience that provides the knowledge, skills, and abilities necessary for a **Recreation Specialist**. Typically, a Recreation Specialist would possess one year of customer service experience, and a high school diploma or equivalent.

### **License/Certificate/Other Requirements:**

- ▶ Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment.
- ▶ Possession of American Red Cross CPR and First Aid certification, or ability to obtain within 30 days of appointment, is required.
- ▶ *Skate Park Attendant* must be a minimum of 18 years of age at time of appointment.

### **REQUIRED KNOWLEDGE/ABILITIES/SKILLS:**

#### **Knowledge of:**

- ▶ Principles and practices of organizing and directing a variety of recreational activities
- ▶ Basic principles of mathematics and money-handling
- ▶ Methods and techniques for record-keeping and report preparation and writing
- ▶ Proper English, spelling, and grammar
- ▶ Occupational hazards and standard safety practices
- ▶ Basic familiarity with skateboards and in-line skating operation and equipment, and appropriate safety equipment.

#### **Ability to:**

- ▶ Speak in public to address community groups, staff, or community members
- ▶ Understand the value of leisure and its positive attributes
- ▶ Provide creative leadership in organizing and directing recreational activities
- ▶ Schedule programs and activities
- ▶ Effectively promote assigned activities and events
- ▶ Prepare accurate reports, as required, including Skate Park daily usage and incident & accident reports as appropriate

- ▶ Work flexible hours, including weekends, evenings, and holidays as scheduled
- ▶ Work independently and as part of a team, and function with a significant degree of independence
- ▶ Work effectively under pressure
- ▶ Make sound decisions within established guidelines
- ▶ Interpret, explain, and apply applicable rules and regulations
- ▶ Act quickly and calmly in emergency and non-emergency situations
- ▶ Follow written and oral directions
- ▶ Observe safety principles and work in a safe manner
- ▶ Enforce safety rules relating to assigned recreational events
- ▶ Communicate clearly and concisely, both orally and in writing
- ▶ Establish and maintain effective working relationships.

**Skill to:**

- ▶ Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.

**HOW TO APPLY:**

Required City applications may be obtained from the Human Resources Office at Grover Beach City Hall, 154 South Eighth Street, Grover Beach, California, 93433; from City website [www.grover.org](http://www.grover.org); or by calling (805) 473-4564. A résumé may be included with the official application form if desired, but will not be accepted in lieu of fully completed, signed City application. Faxed or e-mailed application materials are not accepted. **Position is open until filled.**

All applications will be reviewed by a screening committee, and a select group of qualified candidates whose background and experience best meet the City's requirements will be invited to participate in interviews on a date to be announced. All applicants will be notified of their standing.

For further information, please contact the Human Resources Office at (805) 473-4564, or via e-mail to [mbarrett@grover.org](mailto:mbarrett@grover.org).