

Let the
FUNSHINE
through!

"... by providing opportunities for life-enriching experiences and service that is second to none."



Infuse FUNshine into the lives of others!

If you are looking to build a great career and love your job... then the Desert Recreation District is for you!

FACILITIES RECREATION LEADER Part-Time

Rate: \$9.87 - \$12.33/hour

We are seeking a dedicated team member with a SUNny personality who is passionate about their work, creative, energetic and enjoys serving others to join our team as a Facilities Recreation Leader.

This position is responsible for maintaining the operations of a District facility, performing general housekeeping, conducting parking lot patrol, picking up trash, enforcing rules and ensuring the safe operation of equipment. Performs a variety of clerical duties including cashiering, data entry, record keeping and report generation. Provides quality service for all guests and effectively deals with conflicts or concerns. Must be able to work a flexible work schedule (i.e. days, nights, weekends, holidays, special events).

(For additional information please see the back)

JOB OVERVIEW:

- Ensures that guests are aware of and comply with all facility policies, rules and regulations.
- Follows maintenance schedule and performs cleaning and maintenance functions to ensure proper working condition of facility equipment. Reports any deficiency in function and appearance.
- Maintains clear and effective communication with facility supervisory staff to keep them promptly informed on all matters.
- Maintains a safe and clean environment by performing general housekeeping duties (including cleaning the restrooms) and litter removal.
- Presents a service oriented, positive, and enthusiastic image of the District. Initiates conversations with guests to provide excellence in service.
- Provides quality service for all guests and effectively deals with conflicts or concerns.
- Responsible for successfully and accurately handling phone inquiries.
- Cooperates and coordinates with other staff members in the provision of District services and activities.
- Conducts facility tours.
- Effectively deals with public comment and concern.
- Maintains complete knowledge of District programs and conveys correct information in a courteous manner.
- May assist with the completion and tabulation of guest satisfaction and program participation surveys.
- Completes and maintains accurate records and reports including, but not limited to, phone messages, radio logs, maintenance schedule, and cleaning schedule.
- Completes set-up and tear down for facility rentals.
- Enters registrations and reservations into the computer.
- Collects reservation fees and sign-up requests.
- Updates and accurately enters data into a computer.
- Assists with the sales, accurate stocking and tracking inventory for concessions.

QUALIFICATIONS SUMMARY:

- High School diploma or recognized equivalent AND a minimum of six (6) months customer service experience.
- A current certification in first aid and cardiopulmonary resuscitation (CPR) is a condition of initial and continued employment in this position.
- Strong public relations and customer service skills.
- Ability to operate a computer keyboard, cash register, calculator and other standard office equipment.
- Knowledge of general office practices, records management and file maintenance procedures.
- Ability to communicate effectively both orally and in writing.

HOW TO APPLY:

To be considered for this rewarding opportunity, please submit a District application, Supplemental Questionnaire, resume and cover letter today!



For more information on your career opportunities, talk to one of our amazing team members or visit our website at www.desertrecreationdistrict.ca.gov

The District is an equal opportunity employer. Employment is contingent upon the completion of background screening which includes a controlled substance test.