

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)**

respect integrity teamwork excellence

## 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](http://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.



## **District Image Standards**

**(Please keep for your information – do not submit with your application)**

Are you looking to build a great career and LOVE your job? Then the Desert Recreation District is for you! As a member of our award winning team, you have incredible opportunities, advantages and benefits. We are looking for dedicated team members with SUNny personalities, who are passionate about their work, creative, energetic, and enjoy serving others to join us in fulfilling our mission of *enhancing the quality of life of our guests by providing excellence in recreation.*

At the District, we are committed to providing a positive workplace, world-class customer service, teamwork, and fun! We desire individuals who excel in a team environment and encourage and motivate others.

### **We Offer...**

*Full-Time Positions* - Full-time team members work a standard forty (40) hour workweek and are eligible for a comprehensive benefits package - fully paid premiums for medical, dental, vision and life, as well as retirement benefits, time off benefits, etc.

*Part-Time Positions* - Part-time team members are hired for thirty-five hours (35) or less in a standard workweek and are eligible for participation in the deferred compensation plan and may be eligible to receive one week of paid vacation (eligibility rules apply).

### **We Require...**

*Team members to work several special events throughout the year.* These events include but are not limited to Senior Games, Youth Track Meet, Halloween Carnival, Concerts in the Park, etc. Most often, these events take place in the evening or on weekends. Ask your hiring supervisor for more information.

*Team Members to comply with our standards, policies and code of conduct.* Each team member's dress, grooming and personal hygiene should be appropriate for the work situation. Most District team members will be issued a uniform shirt. Team members are responsible for the care, cleaning and maintenance of their uniform shirts.

**CLOTHING** – To present the image of excellence, clothing should be classic in style, clean, neatly pressed and fit properly.

- Clothing should be loose fitting and flattering to the individual. Form fitting or tight clothing is not permitted. Very loose or oversized clothing is not permitted.
- Clothing should not appear faded or in need of repair.
- Belts must be worn with shorts or trousers. No oversized belt buckles.
- Uniformed team members: Shirts must be tucked into trousers and shorts.
- Trousers and shorts must be worn on hips. The length of shorts must be at or two (2) inches above the knee. Departments may require certain color trousers and shorts be worn.
- Dress/skirt length must be no shorter than two (2) inches above the knee and professional in appearance. Shirts/Blouses: T-shirts, halter tops, midriffs, tank tops,

low cut blouses, see-through blouses, spaghetti straps, camisole style blouses or anything similar is not permitted.

**SHOES** – It is recommended that slip-resistant, rubber soled shoes be worn in recreation areas as a safety precaution.

- Shoes need to be cleaned, polished and in good condition at all times, including laces, heels and ties.
- In certain positions, athletic shoes may be required.

**PERSONAL HYGIENE** – Team members must practice good hygiene (i.e. bathe or shower daily and use deodorant and/or antiperspirant; brush teeth). For the same reasons, an excessive amount of perfume or cologne is offensive to most people; so please use discretion.

**HAIR** - All team members should keep their hair clean, neatly trimmed, away from their face and present a well-groomed appearance at all times.

- Hair should be clean, free from excessive oils and remain groomed throughout the day.
- Hairstyles should not be extreme. Logos, geometric patterns and designs in the hair are not acceptable. A partially shaved head combined with longer hair is also not acceptable.
- Extremes in dyeing, bleaching, tinting or highlighting are not permitted. If hair is dyed, it must be a “natural color” which is defined as one that could be grown naturally.
- Please be conservative in the use of styling gels, sprays and mousse.
- *Female team members:* Legs and underarms must be clean shaven if not covered by hose/clothing

**JEWELRY** - Rings, earrings and a classic business style wristwatch are permitted.

- For safety reasons, uniformed team members are not permitted to wear loose fitting jewelry such as bracelets or necklaces. Dangle earrings and hoops are not permitted.
- *Rings:* No more than one ring per hand. Wedding and engagement ring sets are considered one ring if worn on the same finger.
- *Watches:* One watch is permitted on one arm.
- *Earrings:* Earrings are limited to one piercing per ear on the lower lobe only. Ear cuffs are not permitted.

**BODY ALTERATION OR MODIFICATION** - Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly distracts from a professional image is prohibited. Examples include but are not limited to visible tattoos, brands, body piercing (other than the earrings as noted previously), tongue piercing or splitting, and/or earlobe expansion.

- *Body piercing:* Other than earrings, visible body piercing (nose, tongue eyebrow, etc.) is not permitted. If the team member has an ear plug, a flesh colored ear plug must be worn while on duty.
- *Tattoos:* Exposed tattoos are not permitted. Band-Aids, makeup or clothing (such as a white t-shirt) shall be used to cover the tattoo.

**DEPARTMENT SPECIFIC GUIDELINES** - Department supervisors or managers may issue more specific guidelines for their particular areas. This may include the use of safety equipment or other personal protective equipment.

**Remember, the District wants your individuality to shine through with excellence in guest service.**



**FACILITIES RECREATION LEADER  
(part-time)**

**SUPPLEMENTAL QUESTIONNAIRE**

*As part of your application, please complete the following Supplemental Questions. The information provided on this form will be used in combination with your application to determine whether you meet the qualification requirements. Only those applicants who meet the minimum qualification requirements for this position will be evaluated further.*

- 1) The position of Facilities Recreation Leader requires applicants to have a High School diploma or equivalent AND six (6) months customer service experience.

Please indicate how you meet these requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) Please describe your experience in handling difficult situations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Describe what "Quality Customer Service" means to you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Why should we hire you for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_



**AVAILABILITY**

Please indicate the **days** that you are willing and available to work:

Anyday/Anytime

**\*\*If you did not select "Anyday/Anytime", please indicate the days below that you are available to work.**

Sunday       Monday       Tuesday       Wednesday       Thursday       Friday       Saturday

Please indicate any **times** you **would not** be available to work on the days indicated above:

(ex: Sunday, 6:00 a.m. – 9:00 a.m.) \_\_\_\_\_

**ADDITIONAL INFORMATION**

1) Why are you applying for work at the Desert Recreation District? \_\_\_\_\_

2) Indicate any languages in which you are fluent:  English  Spanish  Other \_\_\_\_\_

3) If hired, would you have a reliable means of transportation to and from work?  Yes  No

4) Are you at least 18 years of age? (If under 18, hire is subject to verification that you are of minimum legal age.)  Yes  No

5) If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?  Yes  No

6) Are you able to perform the essential functions of the job for which you are applying?  Yes  No

If no, describe the functions that cannot be performed.

\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Applicant may be subject to passing a medical examination as well as skill and agility tests.)

7) Have you ever been convicted of a felony or misdemeanor or been on parole or probation?  NO  YES DATE: \_\_\_\_\_

List all convictions after your 18<sup>th</sup> birthday. (Convictions for Marijuana-related offenses that are more than two years old need not be listed.)

**\*\*Failure to disclose all facts and convictions will result in disqualification from employment or termination from employment.**

\_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**EDUCATIONAL HISTORY**

Do you have a High School Diploma or a G.E.D. certificate?  Yes  No

If **NO**, check highest grade completed:  7  8  9  10  11  12

List below all course work, special training or seminars that you have taken that **relate to the requirements of this position.**

If your training resulted in a degree, you need only list the major and type of degree.

Name and address of: School, College, Vocational School or Institute or Other Schools Attended	Major Subjects of Course of Study	Degree Obtained	If no Degree, total hours completed

Use the space below to fully describe any additional job related skills, knowledge, licenses or special training you possess which relate to this position:

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### EMPLOYMENT HISTORY

Please list your most recent work experience first. Carefully account for all employment, paid or unpaid, over the last ten (10) years. If you were not employed or were a student for this period of time, please indicate such on the application. Use additional sheets, if necessary. All additional sheets must be in the format as presented below and signed by the applicant. If you wish to elaborate on your experience, a resume may be attached, but this section **MUST** be completed in its entirety. A resume will not be a substitute for the information required in this section. Your application will be rejected if you fail to complete this section and/or write "See Resume".

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## REFERENCES

List three persons not related to you who have knowledge of your work performance within the last three years.

<b>NAME:</b> _____	<b>OCCUPATION:</b> _____
<b>PHONE NUMBER:</b> _____	<b>EMAIL ADDRESS:</b> _____
<b>NO. OF YEARS ACQUAINTED:</b> _____	

  

<b>NAME:</b> _____	<b>OCCUPATION:</b> _____
<b>PHONE NUMBER:</b> _____	<b>EMAIL ADDRESS:</b> _____
<b>NO. OF YEARS ACQUAINTED:</b> _____	

  

<b>NAME:</b> _____	<b>OCCUPATION:</b> _____
<b>PHONE NUMBER:</b> _____	<b>EMAIL ADDRESS:</b> _____
<b>NO. OF YEARS ACQUAINTED:</b> _____	

### Please Read Carefully, Initial Each Paragraph and Sign Below:

\_\_\_\_\_  
Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials I hereby authorize the District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the District any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release the District, my former employers and all persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless in writing and signed by me and the District's designated representative.

\_\_\_\_\_  
Initials I further understand that my position as an employee is contingent upon the completion of a Background Questionnaire as required by Section 11105.3 of the Penal Code as well as the successful completion of a drug test.

\_\_\_\_\_  
Initials I hereby certify that I have read and understand the attached **District Image Standards** sheet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature