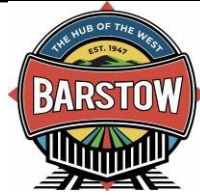


Job Recruitment Flyer

Position: *Recreation Leader*

Filing Deadline: *Open until Filled - 2024*



The City of Barstow invites your application for the position of...

RECREATION LEADER
Part-Time / At Will

SALARY: \$16.14 an hour

CLOSING DATE: Open Until Filled

THE POSITION

The City of Barstow is looking for positive and energetic individuals interested in providing a variety of support duties for classes, programs, and special events.

EXAMPLE OF DUTIES

Essential job duties may include but are not limited to:

Recreation Leader:

- Implement lesson plans, programs, activities and assist in recreation and special event programs
- Perform light park and/or facility maintenance and custodial duties such as sweeping, scrubbing, washing windows, cleaning restrooms, removing waste materials and garbage, vacuuming, mopping, dragging, and marking fields.
- Performs routine administrative duties such as counter receptions, registration processing, organizing records, and accepting payments.
- Set up/tear down of events, rentals, programs, and classes
- Enforce City/Department rules and policies to maintain a safe and secure program environment.
- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful.
- Promotes safety and renders first aid, as required.
- Perform related duties, as assigned.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities, and skills is qualifying. A typical way to obtain the qualifications would be:

- Must be 16 years of age and able to obtain a work permit if required.

LICENSE OR CERTIFICATE

- Possessing a valid Class C California Driver's License and a good driving record is desirable but not required.
- Must possess a valid standard First Aid and CPR Certification at the time of employment or be able to obtain one within two months of employment.

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APPLICATION SUBMITTAL PROCESS

Incomplete applications or those received after the recruitment deadline will not be considered for the current vacancy. It is the applicant's responsibility to ensure that all application materials are received by the City of Barstow by the recruitment deadline.

You may download the application from <http://www.barstowca.org/i-want-to/apply-for/employment-opportunities>. All statements made in the application material are subject to verification. False Statements are cause for disqualification or discharge.

Required application materials that need to be submitted in conjunction with the Recreation Activity Coordinator recruitment include:

- Completed and Sign Employment application
- Copies of Required Certifications

The required application and materials can be submitted in person, by mail, or by email to the following location:

City of Barstow
Human Resources Office
220 East Mountain View Street, Suite A
Barstow, CA 92311
RE: Recreation Leader/Lifeguard (Part-Time/At-Will)

Application Submittal Deadline:
Open Until Filled

Applications via email to: recruitments@barstowca.org

*Applications will not be accepted via fax
It is the applicant's responsibility to ensure that all application submittal requirements are received by the Human Resources Department prior to the submittal deadline.*

Questions regarding this recruitment can be directed to Darcy Wigington, Human Resource Manager at (760) 255-5129.

We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.