CITY OF ATASCADERO
IS ACCEPTING APPLICATIONS FOR
COLONY PARK COMMUNITY CENTER STAFF
(PART TIME WORKER 10)

- Salary: $12.41 - $15.08 per hour, no benefits
- Filing Deadline: Open until filled

APPLICATION PROCEDURE

Applications may be obtained from the City’s web site at www.atascadero.org, from City Hall located at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application form must be completed and received in the City Manager’s Office by the final filing deadline stated above (no postmarks). Completed, signed and scanned application forms may be emailed to jobs@atascadero.org. A résumé of three pages or less may supplement the application but may not be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City application forms received by the final filing date will be reviewed for accuracy, completion and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process which may include, but is not limited to, the initial paper screening, a supplemental questionnaire and an oral interview. Finalists may be required to receive or have proof of appropriate vaccinations as may be required for the position and successfully complete a thorough background check which will include fingerprinting.

THE POSITION

Under the direction of a supervisor, oversees and attends recreation programs at Colony Park Community Center for senior, adult and youth classes, sports, and special events. Schedules and hours vary depending on activities and need.

EXAMPLES OF JOB DUTIES

Opening/closing the facility in support of user groups; overseeing the facility, and insuring users conform to established City facility policies & procedures; greeting the public, responding to questions concerning programs & schedules; maintaining contact with user groups providing on site facility support; work with volunteer and community organizations using or assigned work duties at the facility; maintenance and cleanliness of facility; provide program support to the facility; set-up and take down of tables, chairs and some equipment; overseeing patron needs and safety, and cleanliness of facility; assisting or leading recreational activities under the general supervision of higher level staff.

QUALIFICATIONS

Knowledge of recreational needs of senior, adult & youth user groups; possess excellent customer service skills; knowledge of basic custodial/maintenance practices; ability to work ability to keep accurate & precise records; ability to communicate effectively with staff and the public; possession of, or ability to obtain CPR & First Aid Certifications; work flexible hours including evenings and weekends.
as needed; ability to stand for extended periods of time; knowledge of principles and aims of policy and procedures for use of City facilities.

Ability to establish and maintain effective working relationships with supervisors, other employees and the public; ability to read and write at a level required for successful job performance; understand and carry out oral and written directions.

THE DEPARTMENT

This position reports to the City of Atascadero Recreation Division, which is a division of the City Manager’s Office.

THE CITY

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 28,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

EMPLOYEE BENEFITS

This position is temporary part-time with the City and is not eligible for benefits, although the employee will be covered for Workers’ Compensation, enrolled in a qualified defined contribution pension plan as defined by the Federal Government and will be eligible for sick leave under the City’s Sick Leave Policy for part-time employees. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Supporting documents must be presented prior to starting work. Licensed drivers must present a valid driver’s license and may be required to present a current DMV driving record printout and proof of vehicle insurance coverage.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero Personnel Department by the final filing deadline if you will need special accommodation to participate in this selection process due to a legally defined disability.