

# CITY OF INGLEWOOD



# Human Resources Department ANNOUNCES A PART-TIME EMPLOYMENT OPPORTUNITY RECREATION AIDE

**SUMMER PROGRAMS** 

## **SALARY RANGE:** \$8.00 - \$10.78

Applications for this part-time position will be accepted by the Human Resources Department for ONE DAY ONLY **June 10**, **2013**, **7:30** a.m. **until 5:00** p.m.

#### **JOB DUTIES**

Monitor and oversee wading pool activities; provide security to swimming pool locker /dressing rooms; collect and secure personal belongings of swimmers; help maintain the facility for daily use, and prepare daily attendance reports. Inspects equipment and facility for safety; directs the proper use and care of assigned facilities and equipment; performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Knowledge of facility maintenance and safety guidelines; Ability to perform CPR and First Aid as needed; Able to follow written and oral instructions; Ability to work in a team environment, demonstrate maturity in thought and work habits; maintain effective and courteous working relationships with the public.

Must be a high school student with a valid work permit from attending high school OR possess a high school diploma or GED is required. Applicant must be willing and able to pass CPR and First Aid certification training. Previous experience in working with children is highly desirable.

#### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, and bending. Must be able to lift and carry up to 30lbs. Applicants with a verifiable disability that requires a defined reasonable accommodation must notify the Human Resources Department.

### **TO APPLY**

Complete an official city application using blue or black ink. All sections of the job application must be completed to be considered for this position. Applicants must know their social security number and possess a valid California State Identification or Drivers License. High School students may apply with work permits from attending school.

#### **SELECTION PROCESS**

Only those with previous related experience (volunteer or paid) as demonstrated by his/her application materials will be invited to an interview with the Hiring Manager. Candidates over 18 years old shall be fingerprinted and all applicants must provide proof of eligibility to work in the United States, along with their social security card **BEFORE** beginning employment with the City of Inglewood. Applicants will be notified by telephone, mail and/or email if they are selected for an interview.

#### HOURLY/PART-TIME POSITION

Part-time positions are at-will and can be terminated with or without cause at anytime. Part-Time employees work a schedule that is mutually beneficial to the City and the employee. Individuals hired into this job classification can work up to 1000 hours between July 1st and June 30th only. These assignments can end with or without notice based on the City needs.

Non-civil service, temporary, and/or part-time positions do not come with fringe benefits. The provisions of this job bulletin do not constitute an expressed or implied contract. Any information presented in this bulletin may be modified or revoked without further notice and serves as information only.

Applications may be downloaded by visiting our website at: <a href="https://www.cityoFinglewood.org">https://www.cityoFinglewood.org</a>