

Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

Field Attendant

Position Classification II; \$13.01 – \$16.60 per hour/DOE; Part-time

THE POSITION

Under general supervision of the Recreation Supervisor and the direct supervision of the Recreation Coordinator II, the Field Attendant is responsible for providing direct supervision and assistance to various rental groups; to prepare fields for programs/rentals; and to do related work as required.

EXAMPLE OF DUTIES

- Conduct and provide direct supervision of field rentals
- Supervise and ensure that all District rules and policies are enforced
- Communicate rules and policies to permitted groups
- Monitor safety of fields and program participants
- Provide leadership and problem solving to assist rental groups as needed
- Encourage and maintain a high level of customer service
- Assist in keeping accurate records of forms, inventory and supplies
- Attends job specific trainings
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Must be able to work days, evenings, and weekends
- Perform manual labor
- At least 18 years of age
- Possess or obtain by date of employment valid certification in CPR and First Aid
- Attend orientation training
- Must have reliable transportation

KNOWLEDGE AND ABILITIES

- Must have internet and computer experience
- Excellent customer service skills
- Ability to work independently with minimum supervision; establish and maintain effective working relationship with field users, staff, general public and District employees
- Complete required forms, reports and evaluations in a timely manner



IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Applications can be picked up and delivered to:

H.A.R.D.
1099 "E" Street
Hayward, CA 94541

Or

Email application to:
munns@haywardrec.org

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Ability to obtain First Aid and CPR certification required
- Provide proof of negative TB Skin Test
- Possession of a valid driver's license
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ)

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER
FOR MORE INFORMATION OR TO APPLY (510) 881-6700 OR WWW.HAYWARDREC.ORG