

RECREATION ATTENDANT

The City of Carlsbad is accepting applications for a Recreation Attendant at the Riverwalk Recreation Center. This is a part-time, on-call position working up to 15 hours per week requiring flexible working hours including weekends and evenings.

Assists in providing recreational activities for citizens at the City's Riverwalk Recreation Center.

Performs support work for Recreation Center Manager in the day to day operation of the Riverwalk Recreation Center in providing a wide variety of recreational programs for the youth. Establishes a harmonious atmosphere for participants.

Assists in coordinating, conducting and overseeing recreation programs such as: physical activities, dances, birthday parties, and special holiday programs.

Orders and stocks supplies; sets up facilities for special events; may perform light housekeeping tasks; operates standard office equipment. Performs related work as required.

Qualifications: High school diploma or GED and previous experience in social services or closely related area.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

Knowledge of the social, recreational, and physical needs of the youth. Knowledge of effective programs that are responsive to the social, recreational, and physical needs of the youth.

Ability to establish and maintain effective working relationships with staff and public. Ability to understand and interpret program rules, regulations, policies and guidelines.

Skill in planning, organizing and implementing a variety of programs and services for youth.

Starting base hourly rate will be \$12.00. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno, or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications must be received no later than March 10, 2017.

EOE M/F/V/D