

# **JOB OPPORTUNITY**

**JOB TITLE:** PROGRAM ASSISTANT

**TYPE:** PART-TIME , NON-EXEMPT

**SALARY:** \$9.50-\$11.50/HOUR

**ELIGIBILITY:** OPEN TO ALL

**SPECIAL NOTES:** PROGRAM ASSISTANTS WANTED TO ASSIST WITH RECREATION AND ENRICHMENT PROGRAMS, CLASSES AND COURSES.

**LOCATION:** FORT BRAGG, CA

**CLOSING DATE:** OPEN UNTIL FILLED

**AGENCY:** MENDOCINO COAST RECREATION AND PARK DISTRICT

**JOB DESCRIPTION:** AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT [WWW.STARRCENTER.NET](http://WWW.STARRCENTER.NET).

**TO APPLY:** COMPLETE AND SUBMIT APPLICATION TO CVSCC, 300 SOUTH LINCOLN STREET, FORT BRAGG, CA 95437. APPLICATION AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT [WWW.STARRCENTER.NET](http://WWW.STARRCENTER.NET).

## **Mendocino Coast Recreation & Park District**

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9672

[www.mendocoastrec.org](http://www.mendocoastrec.org)



# C. V. Starr Community Center

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9446

www.starrcenter.net

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## **JOB DESCRIPTION**

**JOB TITLE: PROGRAM ASSISTANT**

**REPORTS TO: AQUATICS & PROGRAMS COORDINATOR**

**TYPE: PART-TIME, NON-EXEMPT**

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

### **POSITION SUMMARY:**

The Program Assistant of the C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (Center) is a part-time, non-exempt position reporting to the Aquatics & Programs Coordinator. Under general direction, this position is responsible for assisting the program instructor or event planner with the planning, promotion, implementation and supervision of the assigned program or event.

### **ESSENTIAL FUNCTIONS:**

Constantly uses all senses to feel, smell and hear in the work environment; regularly receives and/or gives oral instructions to program and event participants frequently talks and hears both in person from close and long distances and by phone or radio; constantly walks on hard, uneven and wet surfaces; frequently bends, twists, stoops, squats and kneels to perform tasks; occasionally lifts and carries items up to 50 pounds; occasionally lifts above shoulder and head; occasionally works in confined spaces; frequently uses materials; frequently stands and sits for long periods; frequently swims, paddles and dives into pool water; frequently uses hands and fingers, handle, feel or operate lifesaving equipment; frequently works evenings, holidays and weekends.

Constantly observes, interprets and responds to people and situations; constantly analyzes and solves problems; frequently reads and interprets data, information and documents; constantly performs work on multiple, concurrent tasks with constant interruptions; constantly interacts with the public and staff; occasionally interacts with distressed, quarrelsome or abusive individuals.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but are not limited to:*

- Provides excellent internal and external guest and customer service by maintaining a safe and clean Center. Creates a positive experience for guests through professional and courteous behavior and creative problem solving.
- Helps to plan, organize, promote and implement the assigned program or event.
- Communicates emergency information to police, alarm monitoring services and other emergency services as directed.
- Maintains a safe environment for all staff and participants.
- Assists in creating developmentally appropriate lesson plans for assigned programs.
- Assists in providing high quality instruction to all class participants.
- Maintains a positive and friendly attitude with all members, staff, and facility users.
- Attends all staff meetings and in-service training sessions as required.
- Works a varied schedule including, nights, weekends and holidays.
- Performs other related duties and responsibilities as assigned.

**QUALIFICATIONS:**

Ability to:

- Assist in leading classes utilizing a variety of techniques, styles and formats;
- Instruct and provide for the needs of a variety of ages and fitness levels;
- Effectively communicate, plan, lead and motivate class participants;
- Physically perform class moves and techniques;
- Communicate clearly and concisely both orally and in writing;
- Establish and maintain effective working relationships with superiors and the public; and
- Work varied schedules, including holidays, evenings and weekends.

**MINIMUM EDUCATION/EXPERIENCE:**

- Must be at least 16 years of age.

**DESIRABLE EDUCATION/EXPERIENCE:**

- Experience working with children;
- Experience assisting in the coordination of events; and
- American Red Cross CPR/AED certification.

**PHYSICAL REQUIREMENTS:**

Perform work in a Recreation Center with the normal environmental conditions found in this type of facility including potentially hazardous chemicals, wet conditions and confined spaces. Corrected 20/20 vision, hearing ability adequate to monitor facility activity, ability to speak and instruct articulately, ability to respond physically to any emergencies quickly and appropriately.

*NOTE: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Revision: 09/2012



C. V. Starr Community Center is operated by the Mendocino County Recreation and Park District (MCRPD) and all employees of the Center are MCRPD employees.