



**Human Resources Department**  
14177 Frederick Street  
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# **RECREATION AIDE - SPORTS OFFICIAL**

## **(Parks & Community Services Department)**

### **Sports Programs: Part-Time/Temporary**

**SALARY:** \$10.00 per hour

**THE BENEFITS:** No benefits are offered at this time.

**THE POSITION:** Under the supervision of the Recreation Coordinator and Leaders, this position will enforce rules and regulations of sport; conducts contest in a professional manner, maintains professional attitude and appearance with employees, participants and spectators; works positively with other assigned personnel, and maintains a safe environment for all participants. Evening and weekend hours required.

**EXAMPLES OF DUTIES:** Provide Pre-game assistance. Assist in setting up equipment for the evening and/or weekend activities. Assist in examining facility for safety hazards. Provide quality officiating during contests. View and follow the sports contest and enforce the rules judiciously as possible. Oversee the sports contest and ensure participation take place in a safe manner. Assist in post game duties. Assist in completing any forms that are in need of completing.

**MINIMUM QUALIFICATIONS:** Training and Experience – Graduation from high school, or G.E.D. equivalent; and some paid or volunteer experience in a related field; or an equivalent combination of training and experience. Bilingual (English/Spanish) is desirable. Knowledge and Abilities – Must have knowledge of basic sports activities, their rules, and fundamentals; the theories and principles of supervising recreational activities; and the methods, practices and equipment used in recreation programs. Must have the ability to plan, organize, assign, train, and supervise youths and children involved in recreation and sports activities; learn how to officiate and score keep; stimulate confidence and enthusiasm in participants; mix easily and readily with various age groups; follow written and verbal instructions; be available to work during week-day afternoons and all day on Saturdays; and promote quality customer service.

**LICENSES AND CERTIFICATES:** Must possess a valid California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy. Must obtain First Aid and CPR certification within six months of hire.

**SELECTION PROCESS:** Following an administrative review of applications, the most qualified applicants will be invited to an oral interview. The successful candidates will be required to pass a medical examination and submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). Criminal background investigations will be conducted, and, in accordance with our Drug Free Workplace Policy, a Drug Screening Test will be required.

**FILING PERIOD:** Apply online at [www.calopps.org](http://www.calopps.org) no later than **5:00 p.m. on Monday, December 4, 2015.**

The City of Moreno Valley is an EQUAL OPPORTUNITY EMPLOYER. For further information regarding this position, contact the Human Resources Department at (951) 413-3045.

**CLOSING DATE: December 4, 2016**

**PUBLICATION DATE: November 22, 2016**