CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Recreation Assistant
Parks & Recreation Department

The City of San Antonio is recruiting for a Recreation Assistant (temporary). Under immediate supervision, is responsible for assisting Community Center Leaders in organizing recreational activities, keeping records, and performing minor maintenance duties at playgrounds and recreational centers. Exercises no supervision

Essential job functions include, but are not limited to the following: Assists Community Center Leaders in organizing recreational activities. Issues out equipment and submits reports on condition of equipment. Assists in making visual aids and posters promoting community recreational programs. Assists Community Center Leaders in setting up equipment for programs. Assists Community Center Leaders in securing and closing facilities after completion of programs. Assists in maintaining records of community tournaments and special events. Performs recordkeeping duties such as keeping complete results of team scores, individual statistics, and spectator attendance at sport events for league and tournament play. Prepares diamonds and gyms for play. Performs assorted minor maintenance duties pertaining to spectator areas and restrooms. Performs related duties and fulfills responsibilities as required

This position requires that the successful candidate possess a high school diploma or a General Education Development (GED) Certificate with some coursework in physical education, art, or other related subjects. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification. Prefer one year of work experience in specialty field; a valid Class "C" Texas Driver's License or obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. Use of your own personal vehicle may at times be required and proof of liability insurance will be required.

Salary ranges from $8.75 to $12.25/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person Monday - Friday (excluding holidays) at Catholic Life Insurance Bldg, 1635 NE Loop 410, 8th Floor from 7:45 AM to 4:30 PM, or any of the Community Link Centers and the Human Resources Department at 111 Plaza de Armas in Downtown San Antonio from 7:30 AM to 5:15 PM. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754