

Location: La Costa

Professional Community Management of CA, Inc. (PCM) is seeking a **Part-time Recreation Assistant** at our Valley Club community in La Costa Valley, CA. Under the supervision of the Recreation Director, assists in coordinating and planning activities and use of the recreational facilities by residents and their guests. Reports to the Recreation Director with significant contact with residents, guests, contractors, outside groups and associations, and employees.

Essential Duties and Responsibilities:

- Assist in developing, promoting, directing recreation activities/programs including contracted classes, seasonal events, and monthly social activities for residents and their guests.
- Assists in compiling information to be printed in community newsletter.
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- Assists in compiling information to be printed in community newsletter.
- Assists with coordination of area reservations including preparation of Area
- Reservation agreements, collection of deposits and Certificates of Insurance, coordination of
- Setup, clean up, and any necessary deliveries.
- Assists in responsibilities for the operation of the Recreation Office, pool, fitness room and tennis courts.
- Responsible for maintaining organization of storage areas for all recreation supplies and assisting with supply inventory and ordering.
- Process paperwork and produce the ID/pool access cards for use of the facilities.
- Perform regular ID checks at the pool, fitness room and tennis courts.
- Responsible for all opening and closing procedures (according to checklist) of the recreation facilities.
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- Reservation agreements, collection of deposits and Certificates of Insurance, coordination of setup, clean up, and any necessary deliveries.
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- room and tennis courts.
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- Responsible for all opening and closing procedures (according to checklist) of the recreation facilities.
- Assist with other jobs and other duties as necessary
- Responsible for clear and concise Incident Reports on regular Basis

Qualifications:

- Ability to read and write general business correspondence.
- Ability to effectively present information and respond to questions from residents, vendor's employees, and guests.
- Ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule form.
- Ability to design and prepare computer-generated flyers and posters for upcoming events.
- Ability to maintain effective working relationships with other employees, guests, homeowners, vendors and resolve conflicts and problems courteously and tactfully.
- Ability to sit/stand for extended periods of time.
- Ability to move around the facility and participate in activities.
- Must be able to lift/carry up to 25 lbs.
- Valid California driver's license. Will be required to attend functions and work a flexible schedule that will include days, evenings, weekends and holidays.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer