

Location: Mission Viejo, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Part-Time Recreation Assistant** to join our growing team. Reports directly to the Recreation Services Supervisor who will arrange work schedule and oversee completion of projects. Involves regular contact with residents, guests, and employees. Under direct supervision, monitors recreation center area for residents who use the facilities for adherence to the rules and regulations regarding facility use. Reports directly to the Recreation Services Supervisor who will arrange work schedule and oversee completion of projects. Involves regular contact with residents, guests, and employees. Under direct supervision, monitors recreation center area for residents who use the facilities for adherence to the rules and regulations regarding facility use.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up and puts away tables, chairs, podiums, microphones, risers, flowers, music stands, stage equipment, piano, coffee urns and related equipment according to diagrams or oral and written instructions; works with other employees and affected residents in placing equipment to best serve the needs of the function in compliance with fire regulations.
- Assists in the recreation center office as required; answers phones and takes messages; sells tickets; processes and distributes flyers and other materials; assists in decorating the recreation center for special events; acts as recreation center host for functions when assigned.
- Enforces rules and regulations of the facilities.
- Assists in cleaning up and storing supplies and equipment following parties/functions; performs minor equipment repairs and cleaning when needed; opens and secures doors and cabinets. Completes inventory of china and silverware after social functions.
- Conducts routine daily walk-through inspecting all Recreation center areas and correcting or reporting deficiencies.
- Assists with special events as required.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind the work of different assignment positions.

NON-ESSENTIAL RESPONSIBILITIES:

• Assist with other jobs and other duties as necessary.

QUALIFICATIONS:

- Twelfth grade level skills in reading, writing, math, communications, and comprehension.
- Ability to learn and apply safety precautions and practices.
- Ability to establish and maintain effective working relationship with all age groups.
- Ability to react calmly and effectively in an emergency situation.
- Ability to perform all functions listed above to an acceptable level without constant direct supervision and to be self-motivated to seek additional work.
- Knowledge of modern office equipment, practices, and procedures including computers, copiers, and word processing software.
- Must be a minimum of eighteen years of age to meet community age restriction requirements.
- Ability to work a flexible schedule including split shifts, evenings, weekends, and holidays.
- DMV printout and current proof of automobile insurance (only if responsibilities include driving on association business).