

**Recreation Leader III**  
**Building Attendant for Facility Rentals**  
*(part-time, temporary 1000 hours)*

**\$11.15 - \$13.55 per hour to start** (depending on experience)

**Closing Date: Open Until Filled**

The Facility Rental Program seeks a part-time Recreation Leader to work as a Building Attendant at a variety of City Rental facilities, mainly the Pleasanton Senior Center and the Veterans Memorial Building.

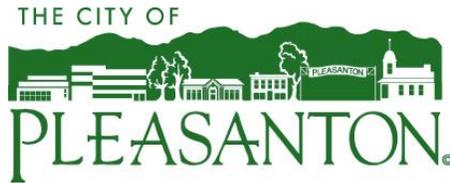
**The Position:** Under direction from the Recreation Supervisor, the Building Attendants assist with room preparation at designated facilities, serve as the City contact during facility use, monitor activities of renters, their guests, and other facility users for compliance with facility, health, and safety rules and regulations.

- Attendants will work flexible schedules, which will include weeknights and weekends, and is dependent on the number of facility rentals, classes, and meetings that are booked.
- This position may work only up to 20 hours per week on a 12-month schedule, typically works 300-400 hours a year.

This is a part-time, temporary position, it does not offer PERS retirement benefits, but does contribute to Apple and Medicare. CPR, First Aid and AED certification are required. The City may provide training and certification classes, if needed, but certifications must be provided within one month of start date.

**Typical Duties**

- Greet the public, answer questions and provide information about the facility
- Opening and closing facility that are assigned to around the City, could be multiple locations
- Assist renters using the facilities and respond to public inquiries
- Assist in the set up of furniture and equipment of for rentals, classes and meetings
- Monitor facility use, ensure that renters, their guests, and other facility users comply with established policies and procedures
- Assist with the wrap up of a facility rental
- Provide written reports for each use
- Listing of more specific duties will be provided upon request



**The ideal candidate will:**

- Possess excellent customer service skills
- Be able to deal with the public in a tactful and appropriate manner
- Have the ability to lift 50lbs or more; with the possibility of providing manual labor
- Function effectively without direct supervision
- Establish and maintain effective working relationships with the public and City employees.
- Follow oral and written instructions
- Display a professional appearance and manner

**The Selection Process:** Applications will be reviewed by the Recreation Supervisor as received. The most qualified applicants will be invited for an interview. A reference check will be conducted prior to making an offer to start employment.

**Prior to starting employment,** the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants selected for the position will be required to undergo and successfully pass a City of Pleasanton fingerprint check prior to starting employment.

**If you are interested in these positions,** please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/>.

If you have questions about this position, you may contact Dan Villasenor, Recreation Supervisor at [dvillasenor@cityofpleasantonca.gov](mailto:dvillasenor@cityofpleasantonca.gov) or (925) 931-5348.

**The Division:** The Civics Arts Division offers programming through the Firehouse Arts Center, which includes a performing theater and the Harrington Art Gallery, Amador Theater, the Pleasanton Senior Center, The Veterans Memorial Building, the Amador Recreation Center, the Cultural Arts Building and the Alviso Adobe Community Park. Offerings include programs on cultural history, environmental education, fine arts and performance arts for all ages. Most of the above-mentioned facilities are also available for facility rentals.