



**CITY OF ATASCADERO**  
*IS ACCEPTING APPLICATIONS FOR*  
**RECREATION LEADER / SCOREKEEPER**  
**(PART TIME WORKER 6)**

- ◆ **Salary: \$10.21 – \$12.41 per hour, no benefits**
- ◆ **Filing Deadline: Open until filled**

**APPLICATION PROCEDURE**

Applications may be obtained from the City's web site at [www.atascadero.org](http://www.atascadero.org), from City Hall located at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application must be completed and received in the City Manager's Office by the final filing deadline stated above (no postmarks). Completed, signed and scanned application forms may be emailed to [jobs@atascadero.org](mailto:jobs@atascadero.org). A résumé of three pages or less may supplement the application but **may not** be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

**SELECTION PROCEDURE**

All applications will be reviewed for accuracy, completeness and job-related qualifications. The recruitment process may consist of, but is not limited to, the following: an oral interview. A limited number of top applicants will be invited to interview. Finalists may be required to pass a comprehensive medical examination administered by the City medical consultant, as well as a fingerprint background check.

**THE POSITION**

Under the direction of a supervisor, assists in administering activities related to assigned recreation program areas such as: Adult and Youth Sports, youth activities, officiating, skate park, trips and special events. For scorekeeping, incumbent must be available to work evenings and weekends. Schedule is approximately 10-20 hours per week, but may vary.

**EXAMPLES OF JOB DUTIES**

Keep score for a variety of youth and adult sports including but not limited to basketball and softball.

Supervise and monitor patrons at the Community Center or other City facility. Complete routine opening, lock-up and clean-up duties.

Complete routine reports, attendance records and related administrative duties.

Set up and cleanup for a variety of recreation programs and complete minor maintenance duties as assigned.

**QUALIFICATIONS**

Knowledge of principles and aims of public recreation; basic understanding of rules for adult and youth sports, safety practices; City policy and procedures for use of City facilities.

Ability to establish and maintain effective working relationships with supervisors, other employees and the public; ability to read and write at a level required for successful job performance; understand and carry out oral and written directions.

### **THE DEPARTMENT**

This position is assigned to the Recreation Division. Recreation is overseen by the City of Atascadero Police Department.

### **THE CITY**

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 28,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

### **EMPLOYEE BENEFITS**

This position is temporary part-time with the City, and is not eligible for benefits, although the incumbent is covered for Worker's Compensation and enrolled in a FICA substitute program, as mandated by law. Compensation is salary only.

### **OTHER SPECIAL REQUIREMENTS**

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Supporting documents must be presented prior to starting work. Licensed drivers must present a current and valid driver's license and a DMV print-out of their driving record.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero Personnel Department by the final filing date if you will need special accommodation due to a physical or mental disability to participate in this selection process.

**CITY OF ATASCADERO – CITY MANAGER'S OFFICE**  
**6500 PALMA AVENUE, ATASCADERO, CA 93422**  
**(805) 461-5000**  
*www.atascadero.org*