



ANNOUNCEMENT OF RECRUITMENT PLEASE POST

SPORTSPLEX ASSISTANT (Temporary Part-time)

DEFINITION: Under general supervision, to assist the customers with special events, leisure classes and daily operations at the SportsPlex.

Assists with activities at the SportsPlex, coordinating tournaments, birthday parties, special events, and leisure classes; answers phones; accepts payments and provides change to customers; helps set up and breakdown activities and special events; provides information regarding events to the general public; enforces safety rules; coordinates and schedules reservations for use of the SportsPlex; maintains cleanliness of facility; reports issues with equipment; responds to public inquiries about activities and events made by telephone, correspondence and performs related work as required.

\$15.00 per hour; work schedule is usually evenings and the weekends.

Applications will be reviewed and evaluated. Applicants who appear to be more qualified in terms of experience and training will be invited to participate further. All applicants will be advised on their status in the selection process. The selection process may include oral board interview, skills testing, and any other testing that may be deemed necessary. Adult candidates will be fingerprinted for check of Department of Justice records. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. 591-5900 ext. 108; **applications are accepted on a continuous basis.** A City application is required. For information regarding the position, please call Parks & Community Services at 591-5940. www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.
We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, sexual orientation, age, national origin or disability.
The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

DEFINITION: Under general supervision, to assist the customers with special events, leisure classes and daily operations at the SportsPlex.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists with activities at the SportsPlex, coordinating tournaments, birthday parties, special events, and leisure classes; answers phones; accepts payments and provides change to customers; helps set up and breakdown activities and special events; provides information regarding events to the general public; enforces safety rules; coordinates and schedules reservations for use of the SportsPlex; maintains cleanliness of facility; reports issues with equipment; responds to public inquiries about activities and events made by telephone, correspondence and performs related work as required.

EMPLOYMENT GUIDELINES:

Knowledge of:

Sports and special events planning;
Customer service principles;
Basic math;
Recordkeeping;
Appropriate safety precautions and procedures.

Ability to:

Anticipate service needs of individual activities or events;
Communicate effectively;
Count and handle money quickly and accurately;
Operate a computer accurately and efficiently;
Follow written and verbal instructions;
Maintain records;
Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience/Training

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Frequently walk, sit, and talk or hear; occasionally use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally climb or balance, stoop, kneel, crouch, or crawl; occasionally lift up to 50 pounds. Specific vision abilities include close vision, color vision, and the ability to adjust focus.

Work in various weather conditions such as hot and cold temperatures. Noise level is usually moderately loud. Maintain a neat professional appearance. Work is mostly in the evenings and weekends.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

An Equal Opportunity/
Affirmative Action Employer



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900 ext. 108
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: Sportsplex Assistant (Temporary Part-time)

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: ()	Home	() Business	() Cell
DRIVER'S LICENSE NUMBER:	CLASS:	STATE:	EXPIRES:
<small>Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.</small>			
I meet the minimum age requirements as stated on the job announcement for this position. <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List languages you speak fluently other than English:		

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: Sportsplex Assistant (Temporary Part-time)

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA			
<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA	
<input type="checkbox"/> Male	<input type="checkbox"/> Female