



**The Greater Vallejo Recreation District  
Invites  
Applications for  
Community Center Monitor (P/T)  
\$8.00 - \$9.72/hour**

**Job Definition**

To monitor and prepare Community Center for use by the general public.

**Supervision Received and Exercised**

Receives direction from the Recreation Coordinator.

**Functions:**

1. Ensure room is clean and free of safety hazards and set up tables and chairs as directed.
2. Assume responsibility for opening and closing center.
3. Monitor activities during scheduled event and enforce District rules and regulations as necessary.
4. Inspect building and perform custodial functions.

**QUALIFICATIONS:**

**Knowledge of:**

Methods, material and equipment used in janitorial maintenance.  
Standard office procedures and safe work practices.

**Ability to:**

Interact effectively with diverse groups of people and respond to sensitive situations.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

Some general maintenance experience.

**Environmental and Physical Conditions:**

Functions may require maintaining physical condition necessary for light lifting, stooping, bending, kneeling, and sitting for prolonged periods of time. Irregular work hours.

**Application Process**

To apply, complete a District application form (available to download from website [www.gvr.org](http://www.gvr.org)). Return the completed application to the main office of the Greater Vallejo Recreation District, 395 Amador St., Vallejo, CA. **Résumés submitted without the required District application will not be considered.**

**Age Requirement:                      Must be 21 years old.**

**Close Date:                      Open and Continuous**

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