



**Quality Assurance Mission Statement:** Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

# REC LEADER I - COURIER

HOURLY PART TIME

**DEADLINE FOR APPLYING:**

**Friday, 05/16/08**

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca., 93308:

Employment Application (resume's will be accepted only with a completed Application) and **DMV print out required with application**

Current Employee's can submit an Employee Job Interest Form or an updated application. The Application or Interest Form can be downloaded from the district's website at [www.norfun.org](http://www.norfun.org) Employment Section, or request from the Personnel Office at 392-2000.

**BASIC FUNCTION:** Under the direction of the Asst. Parks and Recreation Supervisor, the Courier provides courier services to District facilities to include picking up and delivering mail, promotional materials, internal correspondence, support materials and supplies as needed District wide.

**HOURS:** 15 hrs/wk, Monday – Friday, 10:30am-1:30pm

**HOURLY RATE:** \$8.00

**QUALIFICATIONS:** Must be able to manage time, follow scheduled route and operate an automobile. Must possess a valid California driver's license throughout employment and driving record must comply with District safety standards.

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** Job offers contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical, functional capacity exam, and drug screen at the District's expense
- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must possess a valid California Class C driver's license
- Driving record must comply with District safety standards

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work activities are performed in an environment that includes commuting by automobile from site to site. Regularly required to deliver materials from automobile to District site weighing from five to ten pounds; occasionally required to deliver materials weighing up to 50 pounds.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES:**

The following typical tasks and responsibilities are representative of the **Courier** position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Provides outstanding customer service; interacts with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services; picks up and delivers mail, promotional materials, internal correspondence, lunch meals to district preschool, support materials and supplies as needed District wide; must maintain the required safety training designated for this position: CPR and FA, and Defensive Driver's Education training; and performs related duties as assigned.

**AN EQUAL OPPORTUNITY EMPLOYER**

North of the River Recreation and Park District, 405 Galaxy Ave, Bakersfield, Ca 93308 661-392-2000, [www.norfun.org](http://www.norfun.org)