



# City of Lakewood (CA) Community Services Leader IV - Park Programs, Special Events, Sports Supervision

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Lakewood, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2025-16
<b>DEPARTMENT</b>	Recreation & Community Services	<b>OPENING DATE</b>	10/28/2024
<b>CLOSING DATE</b>	11/14/2024 12:00 PM Pacific	<b>MAX NUMBER OF APPLICANTS</b>	100

## Description

**RECREATION AND COMMUNITY SERVICES  
COMMUNITY SERVICES LEADER IV  
PART-TIME  
\$22.70 PER HOUR**

*This recruitment will close at 12:00 p.m. on Thursday, November 14, 2024 or once 100 applications have been received, whichever comes first.*

The City of Lakewood is seeking an energetic, enthusiastic and creative individual for a part-time position in the Recreation and Community Services Department. The number of hours worked will be determined by the needs of the department, however, Community Services Leaders will work a maximum of 28 hours per week and are expected to work weekdays and some weekends, evenings, and holidays. Incumbents assist Community Services Supervisors and serve as the senior recreation leader at designated facilities. This is an at-will position and incumbents serve at the pleasure of the City Manager or designee.

## Examples of Duties

Under general supervision, administers facility operations, including routine maintenance tasks, record keeping, report writing and directing office procedures; leads and assists part-time staff and volunteers; plans, implements and directs recreation programs, activities and special events; additional responsibilities include coordination of youth and adult sports program, e.g. scheduling of games, supervision, and evaluation of officials; and performs other related duties as required.

## Qualifications

**Education & Experience** – Any combination of education and experience that would likely provide the knowledge, skills and abilities is qualifying, such as: High School graduation (or equivalent) and one year of experience as a Recreation Leader.

**Special Requirements** – Possession of a valid Class "C" Operator's license issued by the California State Department of Motor Vehicles and a good driving record. Obtain and maintain current certification from the American Red Cross or the American Heart Association in First Aid, CPR, and AED. CPR certification needs to include adults, children, and infants. Certification must be obtained within six months of appointment.

**Knowledge** – Knowledge of supervision principles; sports program administration; recreation program and special event planning; facility scheduling; and Windows-based word processing, spreadsheet and database software (e.g. MS Word, Excel and ACTIVE Net). Sports officiating experience is desirable.

**Skills & Abilities** – Communicate well in both written and oral form; work effectively with staff, volunteers and the public; set up and break down tables and chairs; direct staff in planning and implementing recreation programs; use a personal computer; and use the City 's software programs necessary to perform the job.

**Physical and Mental Demands** – Use personal protective equipment to administer first aid/CPR. Operate TV, VCR, computer, calculator, telephone, copier; use hand tools, such as screwdriver, hammer, mop, broom, rake, hose and brushes; use sports equipment, such as volleyball, soccer ball, baseball, bats, basketball nets, volleyball nets, tumbling mats, board games, ping pong table, and pool cues. Ability to lift and carry items weighing up to 25 pounds frequently and 50 pounds occasionally, such as bags of sports equipment, tables, chairs, PA equipment, projectors, VCR, boxes, carnival booths and trash bags. Ability to walk, stand, and run; hear phones, building alarm systems, and communicate with participants; oversee park activities; and set up and breakdown tables and chairs. Incumbents must be able to maintain regular attendance, work pace, work schedule and punctuality.

## Supplemental Information

**SELECTION PROCEDURE:** All properly submitted applications will be reviewed and evaluated. Those candidates appearing to have the best qualifications for the position will be invited to participate further in the examination process. The examination process may require a combination of oral interviews and performance evaluations. ***Selected candidate(s) must submit a certificate documenting that within the last two years he/she has been examined and found to be free of communicable tuberculosis to the Recreation Department by the date of hire. The certificate must be signed by a licensed examining physician or public health agency.*** Not all applicants may be tested or interviewed.

### Important Information

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**APPLICATION PROCESS:** Applications must be filled out completely and clearly to show that the qualifications are met. All statements made on the application are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligible List, or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a standard City application form. All application materials become the property of the City of Lakewood and are not returnable.

**COMPENSATION:** City employees are paid on a bi-weekly basis, therefore, published monthly salary is for illustration purposes only, rounded to whole dollars. Actual salary is based on hourly rate rounded to four decimal places.

**EQUAL OPPORTUNITY:** The City of Lakewood does not discriminate on the basis of age, sex, race, color, religion, national origin, ancestry, marital status, disability status, gender expression, gender identity, transgender status, or other protected class in its employment actions, decisions, policies and practices.

**AMERICANS WITH DISABILITIES:** Qualified individuals with disabilities, as defined by the Americans with Disabilities Act, are encouraged to apply for City employment. Those who require a reasonable accommodation to take a test as part of the selection process must make such a request to the Personnel Department, in writing, at least three working days prior to the date of the testing procedure. Individuals requesting accommodation in the testing process will be required to provide documentation of such need.

**IMMIGRATION REFORM & CONTROL ACT OF 1986:** In compliance with the Act, all new employees must verify their identity and entitlement to work in the United States by providing required documentation.

**FINGERPRINTING:** Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

**RESTRICTIONS ON NEPOTISM:** The employment of relatives can create undesirable results, particularly in connection with performance evaluation, discipline, and general morale of other workers. Therefore, it is the city's policy that no relative of any City officer or employee to which this resolution applies shall be employed, if said City officer or employee is in a supervisory, lead or subordinate position over said relative in the areas of hiring, setting compensation, discipline or termination. "Relatives" for this purpose include son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, grandparent, grandchild, or persons living in the same household. The City does not prohibit employment of two people who are married to each other or who are the registered domestic partners of each other pursuant to the California Family Code (section 297 et seq.). Nonetheless, the City will not employ spouses or registered domestic partners in the same division or facility in situations where such action is determined to be inappropriate because of reasons of supervision, safety, security or morale.

**PHYSICAL EXAMINATION:** Employment offers are conditional based, upon the successful completion of a medical examination which includes drug and alcohol screening for safety sensitive positions. Physicals are performed by the City's designated physician at the City's expense. Candidates are cautioned not to quit their jobs or give notice to their current employers until they are determined to be medically qualified.

**TUBERCULOSIS TESTING:** Candidates selected to work in a position requiring contact with children must submit a certificate or notice documenting that within the last two years they have been examined and found to be free of communicable tuberculosis. The certificate or notice must be signed by a licensed examining physician or public health agency.

**POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE:** Employees in classifications requiring possession of a valid California driver's license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

**LOYALTY OATH OR AFFIRMATION:** All City employees are required to sign a loyalty oath or affirmation prior to actual employment.

**EMERGENCY SERVICE:** All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

**PROBATIONARY PERIOD:** Employees appointed to positions in the classified service are required to serve a probationary period of not less than six months. All other employees are considered at-will and serve at the pleasure of the appointing authority.

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#### Agency

City of Lakewood (CA)

#### Address

5050 Clark Avenue

Lakewood, California, 90712

#### Phone

562-866-9771, x2210

#### Website

<http://www.lakewoodcity.org/jobs>

## Community Services Leader IV - Park Programs, Special Events, Sports Supervision Supplemental Questionnaire

### \*QUESTION 1

Do you possess a valid Class "C" Operator's license issued by the California State Department of Motor Vehicles and a good driving record?

Yes

No

**\*QUESTION 2**

**Do you currently possess a valid CPR certificate?**

Yes

No

**\*QUESTION 3**

**Do you currently possess a valid First Aid certificate?**

Yes

No

**QUESTION 4**

**Do you currently possess a valid AED certificate?**

Yes

No

**\*QUESTION 5**

**Which of the following best describes your highest level of education completed:**

Some high school, did not graduate

High School Graduate or G.E.D

Less than 2 years of college

2+ years of college

Associate's Degree

Bachelor's Degree

**\*QUESTION 6**

**Indicate the total number of years of experience you possess as a Recreation Leader:**

None

Less than 6 months

6 months - 1 year

1 - 2 years

2 - 3 years

3+ years

**\*QUESTION 7**

**Indicate the computer software applications in which you are proficient:**

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Microsoft Publisher

Microsoft Outlook

Microsoft Access

- ACTIVE Net
- InDesign
- Adobe Photoshop
- Adobe Elements
- Other

**\*QUESTION 8**

**Check off all the areas in which you possess experience:**

- Not Applicable
- Facility Supervision and Management
- Facility Maintenance and Cleaning
- Customer Service
- Organizing Teen Programming for Middle and High School Students
- Organizaing Recreation Programs for Seniors
- Organizing Recreation Programming for Youth Ages 5-12
- Organizing and Leading After-School Programming
- Organizing Special Events for Youth Ages 5-12
- Organizing and Conducting Recreation Programs for people with physical, mental, and/or social disabilities
- Officiating Youth and Adult Sports
- Coaching Youth Sports
- Supervising Day Trips/Excursions
- Supervising Pre-School Programs
- Day Camp Program Supervision
- Leading Outdoor Education Programs
- Event Decorating

**\*QUESTION 9**

**Please describe your experience as it relates to training, supervising and scheduling part time staff.**

**\*QUESTION 10**

**Do you speak and/or write in any language other than English?**

- Yes
- No

**QUESTION 11**

**If you marked yes to the previous question, please list language(s).**

**\*QUESTION 12**

**Other than a Marijuana conviction over two years old, have you ever been convicted of a criminal offense (felony or misdemeanor) other than a minor traffic citation? (California Health & Safety Code Section 11357 (b) or (c), 11360 (b), 11364, 11365 or 11550)**

- Yes

No

**\*QUESTION 13**

**If you answered yes to the above question, please explain and include date of offense/conviction.**

\* Required Question