



City of Lakewood (CA)

## Recreation Leader III - Fitness Instructor

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Lakewood, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2025-14
<b>DEPARTMENT</b>	Recreation & Community Services	<b>OPENING DATE</b>	10/21/2024
<b>CLOSING DATE</b>	11/13/2024 5:00 PM Pacific		

### Description

#### Part-Time/No Benefits \$20.48 per hour

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, Recreation Leaders will work up to a maximum of 28 hours per week in a flexible schedule which may include weekdays, evenings and weekends. This is an at-will position and the incumbent serves at the pleasure of the City Manager or designee.

### Examples of Duties

Duties may include but are not limited to the following: Instruct and implement a variety of fitness classes for older adults in the community; classes range in intensity from walking club and chair exercise, to low impact aerobics and strength training; set up and demonstrate use of fitness equipment; supervise Weingart Fitness Room; administer first aid and CPR to park patrons as necessary; and perform other related duties as required.

### Qualifications

**Education:** High School graduation or (equivalent) and supplemental course work in physical education or exercise physiology, and two years of work experience as a fitness instructor. American Council of Exercise (ACE) or another fitness certification is preferred but not required.

**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/AED. CPR certification needs to include adults, children and infants. AED certification needs to include adults and children. Certification must be obtained within six months of appointment.

**Knowledge of:** Principles, practices and theories of exercise/fitness instruction and exercise physiology as it relates to older adults and fitness regimens.

**Skills & Abilities:** Conduct a variety of fitness classes; use a variety of fitness equipment; communicate well in both written and oral form; and work effectively with staff and the public.

**Physical and Mental Demands:** Ability to use personal protective equipment to administer First Aid/CPR; operate TV, computer, calculator, telephone, copier; possess the flexibility and dexterity required to conduct older adult fitness classes; lift and carry items weighing up to 25 pounds frequently and 50 pounds occasionally, such as fitness equipment; walk, stand and run; see and hear within normal ranges; and

communicate effectively with participants. Candidates 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 showing 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, disability status, gender expression, gender identity, transgender, 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 evaluations, 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>

## Recreation Leader III - Fitness Instructor Supplemental Questionnaire

### \*QUESTION 1

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

### \*QUESTION 2

Indicate the total number of years of work experience you possess as a fitness instructor:

- None
- Less than 6 months
- 6 months to 1 year
- 1 - 2 years
- 3 - 4 years

**\*QUESTION 3**

**Identify all the areas in which you possess experience:**

- None
- Weight Training
- Stretching/Flexibility
- Balance
- Chair Exercise
- Yoga/Meditation
- Low or High Impact Aerobics
- Fitness Bands
- Kettle Ball
- Mat Exercise

**\*QUESTION 4**

**Do you possess an American Council of Exercise (ACE) or another fitness certification?**

- Yes
- No

**\*QUESTION 5**

**If you possess a current and valid CPR certification, please list the expiration date:**

**\*QUESTION 6**

**If you possess a current and valid AED certification, please list the expiration date:**

**\*QUESTION 7**

**If you possess a current and valid First Aid certification, please list the expiration date:**

**\*QUESTION 8**

**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 9**

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

**\* Required Question**