



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION LEADER – (Part Time)

Must be available to work evenings, weekends, and holidays as needed.

APPLICATION FILING INFORMATION: This recruitment is Open Until Filled.

Interested applicants are encouraged to apply as soon as possible. Please note that the application filing period for these positions may close, at any time without notice, once a sufficient number of qualified applications has been received.

Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information or visit www.cityoflosalamitos.org for the On-Line employment application. Only On-Line applications are accepted.

SALARY RANGE: \$16.50 - \$20.06 per hour.

Starting salary based on experience and education.

POSITION:

This position serves as a Recreation Leader in the Los Alamitos Recreation and Community Services Department and performs a wide variety of recreational program assistance tasks, which include planning, organizing, setup, supervising, and teardown of various recreational activities & events. **Note: The primary role of this position is to work summer programs including but not limited to Day Camp, Teen Programs, Specialty Classes/Camps, Youth Sports, Adaptive Programming and Special Event.**

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Manager, Recreation Supervisor, and Recreation Coordinator, Recreation Leaders are required to perform the following essential job functions:

- Plan, organize and supervise recreational activities for day camps and playground programs.
- Scorekeep youth and adult sports.
- Effectively communicate verbally to supervisor, staff and participants.

- Supervise and coach youth sports teams.
- Water, rake and prepare fields for games.
- Perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Be able to provide quality customer experience to patrons.
- Be team oriented and able to work in a team setting if need be.
- Be able to work individually if need be.
- Knowledge of various sports skills, games, special event planning, and craft activities.
- Prefer an individual that has experience working with children of various age groups.
- Prefer a dynamic and enthusiastic personality with the ability to motivate staff and children.
- Be able to work with people of all ages (youth, teens, adults, older adults).
- Knowledge of, and ability to, perform basic first-aid.
- Effectively handle emergency and/or stressful situations.
- Have basic knowledge of Microsoft Office (Word, Excel, Publisher, etc.).
- Be able to lift over their head, twist & turn a minimum of twenty pounds.
- Be able to stand for a long period of time either indoors or outdoors.
- Be able to participate in indoor and outdoor physical activities such as games, excursions, sports, field maintenance, event setup & teardown, basic cooking, etc.

DESIRABLE EXPERIENCE AND TRAINING:

- Currently attending or graduated from high school. College course work with a major in recreation, child development, or physical education preferred. First Aid and AED Certification for adult and youth is a requirement. Validation of certification is required upon four (4) weeks of hiring.
- A Work Permit for Minors does not need to be submitted at the time of application. However it will be required if hired, at the time of employment.
- If selected for employment, applicants who are minors under the age of (18) will be required to submit a CA Department of Education (CDE) Form B1-1 Request For A Work Permit Certificate of Age, which can be obtained from an applicants' High School.

SELECTION PROCEDURE:

- A City Screening Committee will review all applications. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications. Interview dates are tentatively scheduled for **February 26, or March 26 or April 23**. Candidates chosen to participate in the interview process must choose on of the dates. Interviews will be held in person, no exceptions.

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in Employment or the Provision of Service.