



## CITY OF LOS ALAMITOS

### EMPLOYMENT OPPORTUNITY

## RECREATION SPECIALIST - (Part Time)

**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](http://www.cityoflosalamitos.org) for the On-Line employment application. Only On-Line applications are accepted.

**SALARY RANGE:** \$18.38 - \$22.34 per hour.

Approximately (10-40) hours per week depending on season/program with a varied schedule, including evenings, weekends, and selected holidays for City events or programs.

### POSITION:

The Recreation Specialist is a member of the Recreation and Community Services Department. The position is responsible for the planning, coordination, and implementation of recreation and senior programs and classes, community services, aquatics programming, marketing, special events, and/or assisting in the formulation of a variety of recreation & community services programs. There are currently three (3) position openings in the following programs: (1) United Teen Program, (1) Year-round Senior Grocery Program, (1) Year-round Adaptive Programs.

### ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Supervisor and Recreation Coordinator, the Recreation Specialist is required to perform the following essential job functions:

- Plan, organize, and supervise recreational programs and/or special events for the Recreation & Community Services Department.
- Communicate effectively both orally and in writing.
- Provide excellent customer service.
- Assist in the supervision, training, and evaluation of personnel.
- Prepare reports, news releases, and marketing materials.
- Perform other duties and assignments as assigned.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

- The nature of the job requires strong communication skills to maintain rapport with participants, local businesses, non-profits, and the general public.
- The ideal candidate will be flexible, energetic, outgoing, creative, & enjoy working with people of all ages.
- The successful candidate will demonstrate excellent interpersonal, time management, and organizational skills to accomplish their job.
- The ideal candidate should possess working knowledge of coordinating and directing a variety of recreation programming, youth programming and/or adaptive programming, and events for a variety of age groups.
- Additionally, the candidate will:
- Work effectively with the public, including, but not limited to, market recreation programs and classes.
- Demonstrate effective customer service while promoting the organizational values of the City.
- Typical word processing, customized computer software, and social media applications.
- First aid, health and safety practices, knowledge of recreation programs and facilities.
- Follow written and oral directions while exercising initiative and independence.
- Establish and maintain positive, team-oriented working relationships with other City employees.
- Be able to lift over their head, twist, and turn a minimum of ten pounds.
- Be able to stand for an extended period of time either indoors or outdoors.
- Be able to work a flexible work schedule, including weekend, evening, and holiday hours.

## **DESIRABLE EXPERIENCE AND TRAINING:**

- A minimum of two (2) years of municipal recreation experience or any combination of training and experience that provides the necessary knowledge, ability, and skill needed for the position.
- Certification in First Aid, CPR, AED required upon hire.
- Valid California Driver's License.

## **SELECTION:**

The best-qualified applicants, as determined from the evaluation of the application forms, will be invited to an oral interview. Los Alamitos has a highly diversified economic base consisting of light industry, manufacturing, and commercial business. The City, however, still maintains much of its original small-town image. Consistent with the community's values and its caring attitude for its residents.

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