



## City of Culver City Recreation Leader II

<b>SALARY</b>	\$19.22 - \$21.20 Hourly	<b>LOCATION</b>	CA 90232, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	00804
<b>DEPARTMENT</b>	Parks, Recreation & Community Services	<b>DIVISION</b>	Recreation
<b>OPENING DATE</b>	04/03/2025		

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### THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops, and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800 employees with an overall budget of approximately \$368 million. The City provides a full range of municipal services, including Fire, Police, Housing and Human Services, Planning and Development, Public Works, Parks, Recreation, and Community Services, and Transportation.



#### Parks, Recreation and Community Services (PRCS)

The PRCS Department consists of different programs and divisions including the Recreation Division and Senior & Social Services. These divisions provide a variety of programs for children, young adults, seniors and residents with disabilities. Program activities include homework assistance, computer lab, crafts and games, special events and more.

### THE POSITION

***The City of Culver City is accepting online applications for Recreation Leader II, in the Parks, Recreation and Community Services Department.***

***\*Please note the job posting will remain continuously open for applicants to apply\****

### GENERAL DUTIES:

- Plans, coordinates, and supervises recreation activities at park, playground, after school program, teen or senior center, the Plunge, or other recreation facilities
- Interprets recreation programs and policies to the public and enforces departmental policies.
- Prepares the recreational facility for activities.
- Investigates complaints, suggestions, and requests concerning recreation programs and makes recommendations to the Recreation Specialist.
- Inspects the maintenance of facilities and equipment used in recreation programs to ensure their adequacy and safety. Assists with Citywide special events. May assist with the maintenance of recreational facilities, as needed. Performs other related duties.

#### **WORK SCHEDULE:**

Part -time hours working approximately up to 28 hours a week. Schedules will vary depending on the needs of the department.

#### **MINIMUM REQUIREMENTS:**

Any combination equivalent to training and experience that could likely provide the knowledge, skill, and ability would be qualifying. A typical way to obtain the knowledge, skill, and ability would be:

Graduation from high school or equivalent and either 1) Completion of 30 college semester units OR 2) One (1) year experience in providing recreation, community, cultural, or social program activities.

#### **REQUIRED CERTIFICATE(S):**

Candidate will be required to possess certifications in First Aid and Cardiopulmonary Resuscitation (CPR) within one (1) month of employment.

### **EXAMINATION PROCEDURES**

Suitability for the position will be evaluated by an application review. This evaluation will be qualifying, i.e., it will determine who will be invited to the \*Oral Appraisal Interview.

The Oral Appraisal Interview will evaluate training, experience and personal qualifications.

### **ADDITIONAL INFORMATION**

**The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.**

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

#### **Equal Opportunity Employer**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

#### **Conditions of Employment:**

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you

are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, the employee is subject to further reporting from DOJ via subsequent arrest notification.

- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

***The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.***

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**Employer**

City of Culver City

**Address**

9770 Culver Blvd.

Culver City, California, 90232

**Phone**

Main Line 310-253-5640

**Website**

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

## Recreation Leader II Supplemental Questionnaire

### \*QUESTION 1

As part of the qualifications, graduating from high school or equivalent coursework is required. By clicking yes, you are acknowledging you possess the required coursework.

- ☐ No
- ☐ Yes

### \*QUESTION 2

As part of the minimum requirements please indicate either requirement you possess.

- ☐ 30 College Semester Units
- ☐ One (1) year experience in providing recreation, community, cultural, or social programs activities
- ☐ None

\* Required Question