



we're hiring!

# SENIOR RECREATION LEADER

**\$48,010 - \$66,183  
Annually**

The City of Burbank Parks and Recreation Department seeks a highly skilled, enthusiastic, motivated, and experienced Senior Recreation Leader. Responsibilities include; overseeing daily operations of the Stough Canyon Nature Center; leading the Nature Summer Daze camp; leading various hiking events; assisting the Youth and Adult Docent programs; coordinating Go Party! reservations; and coordinating the annual Native American Day, Nature Art Expo, and Haunted Adventure special events. The position will also coordinate care for the educational animals housed at the center.

- Paid sick and vacation leave
- Medical, dental, life insurance
- 24-hour access to Wellness Center
- Tuition Reimbursement
- City-match deferred compensation plan
- CALPERS plan enrollment



For full job description and application visit: [www.burbankca.gov/jobs](http://www.burbankca.gov/jobs)



@BurbankParksAndRecreation



[Burbankca.gov/ParksAndRecreation](http://Burbankca.gov/ParksAndRecreation)



@BurbankParksAndRecreation



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City of Burbank  
**SENIOR RECREATION LEADER**

<b>CLASS CODE</b>	B.1272	<b>SALARY</b>	\$23.08 - \$31.82 Hourly
			\$1,846.56 - \$2,545.50 Biweekly
			\$4,000.88 - \$5,515.25 Monthly
			\$48,010.56 - \$66,183.00 Annually
<b>REVISION DATE</b>	June 24, 2008		

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### Definition

Under direction, conducts a wide range of recreational, cultural, and community service activities; assists with organizing and leading recreational activities including, but not limited to, day camp, recreational classes, special events, sports, aquatics, and other specialized program areas; and do related work as required.

### Essential Functions

Under direction, directs, organizes, publicizes, and conducts general recreation classes, programs and services; assists in facility supervision and maintenance; oversees a specialized program area; trains, supervises and evaluates employees, and volunteers; assists with program registration, fee collection, accident reporting and program documentation; observes and enforces policies and procedures; operates general office equipment, including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

### Minimum Qualifications

#### Employment Standards:

Knowledge of recreation and leadership techniques.

Ability to understand community needs and achieve department goals; understand and implement written and oral instructions; demonstrate effective written and verbal communication skills, good judgment and decision-making abilities.

**Education/Training:** Completion of two years of college and 2000 accumulated hours of paid leadership experience with a recreational, cultural, or community services program. Additional qualifying paid experience may be substituted for required education on a year-for-year basis up to a maximum of one year. Up to 500 hours of volunteer leadership experience in a recreation setting can be substituted for paid leadership experience on an hour-for-hour basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; Red Cross First Aid, CPR, and communicable disease certificates are required within six months of appointment.

### Supplemental Information

**Desirable Qualifications:** Basic computer skills, and ability to communicate in a second language. Completion of college credits in Leisure Studies or closely related field.