



MOUNTAIN HOUSE PART-TIME RECREATION LEADER

Salary - \$16.51 - \$20.07 Hourly

FILING PERIOD: OPEN UNTIL FILLED

DEFINITION

Under direct supervision, the Recreation Leader assists in the operation of recreation and community service programs including but not limited to facility rentals, volunteer functions, youth programs, senior activities, leisure enrichment classes, City special events, administrative support and customer service, and oversees the public's proper use of community recreational facilities.

CLASS CHARACTERISTICS

Employees in this class assist in the operation of recreation and community service programs and oversee the public's proper use of community recreational facilities.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to completion of high school. Some college level work in recreation, leisure services, or a related field is desirable.

Experience: A minimum of one year of experience performing similar duties is required. Demonstrated experience (paid or volunteer) working with the public in a structured or supervised social/recreational program is desirable

Licenses/Certifications: Possession of, or ability to obtain, a valid class C California driver's license and a current CPR, First Aid, AED, Sexual Harassment and Mandated Reporter certification within the first month of employment.

Fingerprint Check: California state law requires all public recreation program employees to submit to fingerprinting for the purpose of obtaining a summary of criminal convictions.

Knowledge of: General recreation programming and activities for all ages; Customer service techniques; Standard office procedures, practices, and equipment; Proper English, spelling and grammar; Basic mathematics and record keeping techniques; Basic principles and practices of public relations

Ability to: Conduct recreation activities; lead recreational activities such as games, arts & crafts, sports; Develop and implement effective program curriculum/content; plan and schedule activities; Express ideas and communicate effectively both verbally and in writing, Exercise courtesy and tact in dealing with recreation program participants and spectators; Deal with difficult or stressful situations in a calm and professional manner; Explain and enforce rules, regulations, procedures and program objectives; Perform

heavy physical work including the lifting and moving of tables and chairs; perform routine maintenance tasks; Administer basic First Aid/CPR; Must be available to work nights, weekends and holidays; Understand and follow oral and written directions; Maintain records; Work independently; Read and interpret policies, rules and regulations; Establish and maintain effective working relationships with others.

Physical and Mental Requirements: Mobility - Frequent walking, standing, bending/squatting and pushing pulling; occasional driving, sitting or standing for long periods; Lifting - Some assignments may require ability to occasionally lift up to 70 pounds; Vision - Frequent eye-hand coordination and good overall vision; occasional reading and close-up work, color/depth perception and peripheral vision; Dexterity - Frequent reaching, holding and gripping; occasional writing, repetitive motion; Hearing/Talking - Constant hearing normal speech and talking in person; occasional talking on the telephone; Emotional/Special Conditions - Constant public contact, decision making and concentration; frequent exposure to outdoor conditions and working weekends and/or irregular hours; occasional overtime.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

BENEFITS:

Health Insurance: The City of Mountain House provides employees with health benefits. The City offers a reduced contribution for part-time employees based on the number of hours worked.

Holidays: Part-time employees are eligible for pro-rated holiday pay based on their regularly scheduled hours.

Sick Leave: Part-time employees are eligible for pro-rated sick leave based on hours worked.

Apply by mail, email or in person:

City of Mountain House
251 East Main Street
Mountain House, CA 95391
Email to: nadamo@sjgov.org

Office hours:

Monday – Friday 8:00 am to 5:00 pm; excluding holidays. (Closed 12:00 pm – 1:00 pm)
Phone: (209) 831-2300

When a final filing date is indicated, applications must be filed with the City of Mountain House before **5:00 p.m.** or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. **(The City of Mountain House assumes no responsibility for mailed applications which are not received by the final filing date).**

The City of Mountain House is an Equal Employment Opportunity (EEO) Employer