

RECREATION LEADER

\$9.42 to \$12.07 per hour, 25-30 hours per week

INTERVIEW DATE: Interviews will be held for all applicants on Tuesday, May 13, 2008 from 3:00 to 5:00 p.m. at the La Mirada Resource Center. Applicants should be prepared for an oral interview and assessment exercise. **Applications are to be submitted at the interviews.** Applications are available on-line at www.cityoflamirada.org or at La Mirada City Hall. Questions can be directed to La Mirada City Hall (562)943-0131.

JOB DESCRIPTION: Under general supervision of Community Services Manager or Community Services Coordinator, provides support to the Community Services Department in a variety of projects and functions.

TYPICAL DUTIES PERFORMED: (These examples do not include all the duties which may be assigned; any one position may not include all the duties listed.)

- Plan, develop, conduct, supervise and manage a wide variety of activities for youth, adults, or seniors, including sports, tournaments, games, special events and crafts.
- Organize, officiate, and instruct youth, adult or senior activities; teach fundamentals of play and sportsmanship in recreational activities; administer first aid.
- Assist in maintaining and cleaning facilities.
- Set-up facilities for sports leagues, classes, and activities.
- May supervise Recreation Aides and Leaders in Training.
- Adhere to City and departmental policies and procedures.
- Make recommendations regarding the acquisition or replacement of equipment and supplies.
- Attend bi-monthly staff meetings.
- Perform related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Must possess excellent customer service skills.

Knowledge of: Policies, procedures, and regulations governing the conduct and safety of persons using equipment and facilities; Methods, practices, and equipment used in maintaining an effective recreation program; First aid and safety practices; English grammar, punctuation, spelling and composition.

Ability to: Organize, assign, and supervise adults and children in a recreational program; conduct recreational activities. Communicate clearly and concisely with parents and staff. Utilize Windows based software. Accurately keep score for city-wide leagues. Organize and coordinate tournaments. Must be able to lift 20 lbs. overhead. Work varied shifts, including nights and weekends.

EXPERIENCE AND EDUCATION:

Experience:

One year of related recreation experience required.

Education:

Graduation from high school or equivalent with college level coursework in Recreation, Physical Education or related field is desirable.

LICENSE OR CERTIFICATE:

Possession of a valid California Driver's License.

Possession of CPR and First Aid certificate is required at time of appointment.

FINAL FILING DATE: May 13, 2008 AT 5:00 P.M. Interviews to be held Tuesday, May 13th from 3:00 p.m. to 5:00 p.m. at La Mirada Resource Center, 13710 La Mirada Blvd. **Applications are to be submitted at the interviews.** Applications are available on-line at www.cityoflamirada.org or at La Mirada City Hall or call our job line at (562) 902-2357.