

SENIOR RECREATION LEADER
\$11.64 to \$15.52 per hour, 30 hours per week

INTERVIEW DATE: Interviews will be held for all applicants on Tuesday, May 13, 2008 from 3:00 p.m. 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, crafts, and special events.
- Prepare reports, evaluations, letters, quarterly reports, agendas, flyers, brochures, schedules, timelines, memos, and other written communication as needed by the supervisor.
- Oversee operations of City facilities.
- Supervise recreation staff and volunteers.
- Assist in the planning and coordination of citywide special events.
- Organize excursions.
- Create weekly and monthly calendars of activities.
- Organize and maintain accurate records.
- Adhere to City and departmental policies and procedures.
- 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 recreational program. First aid and safety practices; Graphics programs; English grammar, punctuation, spelling and composition.

Ability to: Deliver oral reports to immediate supervisor and others. Establish and maintain effective working relationships with the public, community groups, staff, and other agencies. Exercise good judgment, courtesy, and tact with staff and the public. Assign tasks when needed. Utilize Windows based software. Accurately keep score for citywide leagues. Must be able to lift 20 lbs. overhead. Work varied shifts, including nights and weekends.

EXPERIENCE AND EDUCATION:

Experience:

Two years of related recreation experience including one year of supervisory experience required.

Education:

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

LICENSE OR CERTIFICATE:

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

Possession of a valid California Driver's License.

FINAL FILING DATE: MAY 13, 2008 AT 5:00 P.M. Interviews to be held Tuesday, May 13, 2008 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.