



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION LEADER

**10-30 hours per week with very flexible work schedules.
Day shifts, evening shifts and weekend shifts available.**

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application. **Filing deadline: Friday, March 26, 2010.**

SALARY RANGE: *Recreation Leader \$8.05 - \$8.40 per hour.
Recreation Leader II \$8.50 - \$10.20 per hour.
Sr. Recreation Leader \$10.00 - \$12.00 per hour.
* Starting salary based on experience and education.*

POSITION:

This position serves as a recreation leader in the Department of Recreation and Community Services and performs a wide variety of recreational program assistance tasks, which include planning, organizing, and supervising various recreational activities.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Supervisor and Recreation Coordinator, Recreation Leaders are required to perform the following essential job functions:

- ? Communicate effectively with a variety of personnel and participants and establish effective working relationships
- ? Ability to plan, organize and implement activities for city programs or city-wide events
- ? Monitors the proper and safe use of recreational facilities by the general public and participants of programs
- ? Oversee and effectively maintain a structured environment with a group of program participants
- ? Ability to set up facility for City programs or City wide events.
- ? Perform other duties as assigned

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ? Knowledge of, and ability to, perform basic first aid
- ? Knowledge of various sport skills, games and craft ideas
- ? Prefer a dynamic personality with the ability to motivate staff and participants of programs
- ? Prefer individual with a high motivation to learn
- ? Prefer individual with an excellent work ethic
- ? Prefer individual having experience working with children of different age groups.

? Knowledge of, and ability to, perform basic first-aid.

DESIRABLE EXPERIENCE AND TRAINING:

? Currently attending or graduated from high school. College course work with a major in recreation, child development, or physical education preferred.

SELECTION PROCEDURE:

? A City Screening Committee will review all applications. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in Employment or the Provision of Service.