



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION LEADER – SPORTS/FACILITY

**10-20 hours per week with varied work schedules.
Includes weekend, evening, and holiday hours.**

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application. **OPEN UNTIL FILLED. One self-addressed, stamped envelope must be included with completed application.**

SALARY RANGE: Recreation Leader I - \$10.00 - \$11.80 per hour.
Recreation Leader II - \$10.50 - \$12.40 per hour.
Sr. Recreation Leader - \$11.50 - \$13.70 per hour.
** Starting salary based on experience and education.*

POSITION:

This is a part-time recreation leader position in the Recreation and Community Services Department. The Recreation Leader performs a wide variety of duties which include planning, organizing, promoting, coordinating, and supervising various recreational programs/activities/events.

ESSENTIAL JOB FUNCTIONS:

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

- Plan, organize, promote, and supervise recreational programs for the Department
- Scorekeep and/or supervise adult sports leagues
- Supervise, coach, and referee youth sports
- Supervise City facilities and fields
- Water, rake, paint, and prepare facilities for leagues, programs, and/or rentals
- Work City-wide special events
- Be able to lift a minimum of fifteen pounds over their head and twist with object in possession
- Be able to stand for long periods of time
- Effectively communicate verbally and in writing to supervisor, staff, and participants
- Supervise and communicate to volunteers effectively
- Inputting data
- Effectively perform in an emergency situation
- Perform other duties as assigned

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to communicate effectively – both orally and in writing
- Experience working with children of all ages in a group setting
- Experience in teaching youth sports
- Must possess excellent customer service skills
- Must be self-motivated, highly energetic, positive, creative, and willing to participate in a fast-paced, team environment

QUALIFICATIONS:

- Currently attending or graduated from high school or equivalent. College course work with a major in recreation and/or experience working in municipal recreation is highly preferred. CPR and First Aid certification is highly preferred (must obtain certification within 6 months of being hired).

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.