



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION LEADER

10-28 hours per week with flexible work schedules.

Primarily weekday shifts.

Must be available to work evenings, weekends, and holidays as needed.

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application. **Filing deadline: open until filled.**

SALARY RANGE: *Recreation Leader \$13.00 - \$15.80 per hour.*
Sr. Recreation Leader \$14.00 - \$17.02 per hour.
** Starting salary based on experience and education.*

POSITION:

This position serves as a Recreation Leader in the Los Alamitos Recreation and Community Services Department and performs a wide variety of recreational program assistance tasks, which include planning, organizing, setup, supervising, and teardown of various recreational activities & events.

ESSENTIAL JOB FUNCTIONS:

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

- Plan, organize and supervise recreational activities.
- Cooperate and physically perform work duties with staff and supervisors.
- Effectively communicate verbally and in writing to supervisor, staff, and participants.
- Be enthusiastic and have a quality customer service oriented attitude.
- Perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Be able to provide quality customer experience to patrons.
- Be team oriented and able to work in a team setting if need be.
- Be able to work individually if need be.
- Knowledge of various sports skills, games, special event planning, and craft activities.
- Prefer an individual that has experience working with children of various age groups.
- Prefer a dynamic and enthusiastic personality with the ability to motivate staff and children.
- Be able to work with people of all ages (youth, teens, adults, older adults).
- Knowledge of, and ability to, perform basic first-aid.
- Effectively handle emergency and/or stressful situations.
- Have basic knowledge of Microsoft Office (Word, Excel, Publisher, etc.).
- Be able to lift over their head, twist & turn a minimum of twenty pounds.
- Be able to stand for a long period of time either indoors or outdoors.
- Be able to participate in indoor and outdoor physical activities such as games, excursions, sports, field maintenance, event setup & teardown, basic cooking, etc.

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. First Aid and AED Certification for adult and youth is a requirement. Validation of certification is required upon four weeks of hiring.

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 group 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.