



"Service Builds Tomorrow's Progress"

## THE CITY OF ARTESIA, CALIFORNIA

18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

Telephone 562 / 865-6262

FAX 562 / 865-6240

### **RECREATION LEADER I**

**(Part-time, No benefits)**

**Parks and Recreation Department**

**Range: \$12.71 - \$15.45 per hour**

**Deadline Date: January 20, 2017**

#### **The Position and Job Summary:**

Under supervision, this position will be assigned to work primarily with programs, sports and facilities at Artesia Park and AJ Padelford Park. This may include, but is not limited to, implementing events and classes, completing field preparation, providing park office coverage, and directing the efforts of volunteers.

This position is limited to less than 960 hours per fiscal year (July 1 to June 30) with no benefits. This position is subject to and dependent on the continued availability of funds for the succeeding fiscal years and manpower needs of the department. The successful candidate will be required to work weekends, evenings and holidays.

#### **Job Duties:**

The following examples are intended to describe the general nature and level of work performed by persons assigned to this classification.

#### **Programs:**

- Organizes and implements activities including excursions, presentations, crafts, games, and contests for youth, teens, and adults;
- Create program flyers, registration rosters, purchase requisitions, and other computer generated documents;
- Provide customer service in person, over the phone, and via email to the public as a representative of the Department;
- Work with contracted class instructors and volunteers to provide service to the community.

#### **Sports:**

- Prepare and maintain baseball and softball fields by dragging, spiking and other related maintenance work;
- Prepare soccer fields and basketball courts for youth and adult game play;
- Supervise facility users for sporting events;
- May act as official scorekeeper and timekeeper for athletic events.

#### **Facilities:**

- Set up and break down tables and chairs used for programs, classes, and events;

- Prepare for and supervise facility uses to ensure compliance with regulations, cleaning, and closing times;
- Conduct facility inspections for buildings and grounds;
- Pick up trash, clean spills, and stock restrooms as needed.

**Essential Knowledge/Skills:** The person holding this position must be at least eighteen years of age and either be currently in high school or have completed a High School Diploma or equivalent. Six (6) months of experience in the area of sports and recreation or related field, either as paid or non-paid volunteer/intern, is desired. Any combination of experience or education that would provide the required knowledge, skills, and abilities may be qualifying.

The person holding this position must have the ability to use Microsoft Office including Word, Excel and Outlook.

The successful candidate must have the ability to communicate effectively both orally and in writing; work with minimum supervision and plan and organize work; work in a team; work well with the public; work cooperatively with administrators, co-workers, and participants; and follow oral and written directions.

**Certifications/Requirements:**

- Must be able to obtain a Cardiopulmonary Resuscitation (CPR) and First Aid Safety Certificate within the first month of hire.
- Must possess a valid California Class "C" driver's license and satisfactory driving record throughout employment.

**Essential Mental/Physical Functions:**

May be frequently required, for extended periods of time, to walk, run, stand, sit, crouch, stoop, kneel, climb, bend, stretch, twist, grasp and reach over one's head to pick up or move objects; properly lift, push and/or move up to up to 50 pounds with occasional heavier loads. The employee must be able to assist others as necessary, i.e., youth and older adults; and must be physically able to get in and out of a vehicle without assistance.

**Application and Selection Procedures:**

Visit the City's website at [www.cityofartesia.us](http://www.cityofartesia.us). Submit completed application by email or mail to: City of Artesia, ATTN: Recreation Leader I Recruitment, 18747 Clarkdale Avenue, Artesia CA 90701. Resumes will **not** be accepted in lieu of a completed application form.

All applications will be reviewed in detail and only those applicants determined to be most qualified will be invited to participate in the selection process. The City reserves the right to limit the number of interviews conducted. City appointments are contingent upon successful completion of background check through fingerprint records and/or reference checks. All employment offers are conditional based upon the successful completion of a pre-employment medical examination. Upon hire, all candidates must submit proof of identity and eligibility to work in the United States pursuant to Immigration Reform and Control Act of 1986.

**Application Deadline:** January 20, 2017. This recruitment may close at any time without prior notice.

NOTE: THE PROVISIONS OF THE BULLETIN DO CONSTITUTE AN EXPRESSED IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

**Equal Opportunity Employer**