



**CITY OF YORBA LINDA**  
invites applications for the position of:

## Senior Recreation Leader

**SALARY:** \$15.33 - \$16.83 Hourly

**DEPARTMENT:** Parks and Recreation

**DIVISION:** Recreation

**OPENING DATE:** 11/09/18

**CLOSING DATE:** 12/03/18 05:30 PM

### THE POSITION:

This is a part-time position under the general supervision of the Recreation Specialist, Recreation Coordinator and/or Recreation Supervisor. The position generally works 10-20 hours per week and includes weekday/weekend day or evening shifts and may not exceed 1,000 hours per fiscal year. Responsibilities include assisting in the daily operations of parks and recreation facilities including preparing facility and room setup, monitoring facility rentals, and assisting in the planning, organizing, implementing, and leading a variety of recreation activities and special events for youth, teen, adult, and the older adult population. The ideal candidate should have an understanding of municipal parks and recreation programming as well as the ability to provide excellent customer service to the public and build meaningful relationships with residents, volunteers and community organizations. All Parks and Recreation Department employees are required to work on July 4th. Staff may be assigned to work one or more divisions, including youth and adult sports, facility operations, youth/teen programming, senior programming and special events.

### EXAMPLES OF DUTIES:

- Physically move equipment and supplies in preparation for indoor/outdoor recreational activities.
- Assist in the coordination of the front office daily operations.
- Maintain records of facility and activity attendance and prepares reports as required.
- Maintain inventory of recreation and facility equipment and supplies.
- Prepares correspondence, reports, publicity materials, and other documents.
- Lead and direct large groups of participants in recreational activities.
- Professionally respond to public inquiries in person and on the phone.
- Utilize ActiveNet software for program registration and facility reservations.
- Adhere and apply to department policies and procedures.
- Assist staff in evaluating programs by providing practical feedback and suggestions.
- Physically set-up tables, chairs and operate audiovisual equipment for facility rentals and contract classes.
- Conduct minor facility maintenance duties prior to scheduled classes and activities.
- Assist with the supervision of facility reservations, and enforce rules applicable to that reservation.
- Assist with emergency operations assignments under the direction of Recreation Coordinator and Recreation Specialist.
- Perform other related duties as required.

### DESIRABLE KNOWLEDGE SKILLS & ABILITIES:

- Knowledge of basic customer service standards.
- Knowledge of modern office practices and procedures.

- Understanding of basic recreation programming.
- Ability to meet and deal tactfully with the public.
- Ability to direct and lead large groups in recreational activities.
- Ability to work independently and as part of a team.
- Desire to work with a customer base of varying age levels.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain effective working relationships with facility user groups, school officials, class participants, contract instructors, co-workers and supervisors.
- Knowledge of Microsoft Office programs, including Word, Excel, and Publisher is preferred.
- Possession of First Aid and CPR Certification or the ability to obtain one within the first three months of employment.

**OTHER:****MINIMUM QUALIFICATIONS**

Graduation from high school. Applicant must be 18 years or older and available to work up 10-20 hours a week, Monday – Sunday, and 20-30+ hours per week during the summer. A minimum of two years of part-time paid experience in a recreation or facility management position. First Aid and C.P.R. certifications desirable.

**PHYSICAL REQUIREMENTS:** The physical tasks of this position include sitting at a computer work station, reaching to a shelf height of 7 feet, bending and stooping, and turning and twisting. Additionally, standing, walking, jogging, lifting objects an average of 20-40 pounds, and pushing and pulling carts with a force of up to 60 pounds can each be for sustained periods of time from one to four hours. Each physical task occurs in variations throughout the day. In addition, candidates must be able to work for extended periods of time in the outdoors and be exposed to sun and varying temperatures. Vision requirements include ability to read books, magazines, and other printed materials, computer screens, signage, etc. Hearing and speaking requirements include ability to communicate effectively and in a timely manner via the telephone and in person with the public and co-workers.

**EXEMPT/NON-EXEMPT:**

This is a non-exempt position. Overtime at the rate of one and one half times the hourly rate of the classification is paid for hours worked in excess of 40 hours per week.

**BACKGROUND CHECK/PHYSICAL EXAM**

Individuals selected for employment will be required to take and pass a background check (fingerprinting) for all positions and medical exam for full time and permanent part time positions. The background check and medical examination are at City expense; and conducted by a law enforcement agency and physician designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check, physical examination and received a final offer letter.

**EOE:** The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Human Resources Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

**DISASTER SERVICE WORKER:** In accordance with Government Code Section 3100, City of Yorba Linda Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.