



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

RECREATION LEADER (Senior Center) **Part-Time / At-will position** **Salary: \$10.50 - \$12.66 per hour** **(20 hours per week)**

POSITION SUMMARY: Under general supervision, the Recreation Leader assists Senior Recreation Leaders and/or Senior Services Specialist in the supervision of recreation programs and/or classes at the Senior Center; prepares facilities for special events; maintains discipline, cleanliness, and safety; and performs other related duties as required.

KNOWLEDGE AND ABILITIES:

- Assist in the coordination of recreation programs including senior services, special events, and other recreational activities.
- Perform a variety of general administrative duties including but not limited to answering telephones and assisting customers.
- Ability to communicate clearly and concisely with co-workers and people of diverse ethnic and cultural backgrounds.
- Assist with the set-up and take-down of tables, chairs, and equipment for all facility activities and special events.
- Respond to patrons' needs for assistance and information
- Learn, understand, and apply relevant policies and procedures.
- Must have knowledge of basic safety procedures; identify potential hazards.
- The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

EDUCATION EXPERIENCE: Preferred applicants should be at least 16 years of age or older. One (1) year of experience in the field of recreation or related field, with good leadership and public relations skills is desirable. Ability to teach fitness, art, and sport classes is highly desirable. Applicants must provide verification of current enrollment in high school or must possess a high school diploma or G.E.D. equivalent.

REQUIRED LICENSES OR CERTIFICATIONS: Must obtain within 90 days of appointment certificates for First Aid and CPR.

PHYSICAL DEMANDS/WORK ENVIRONMENT: Recreation Leaders are assigned to a park site, school site, Senior Center or to the Community Center. They work indoors and outdoors in a variety of weather conditions, and stand for long periods of time, also should have ability to sit, walk up to 8 hours per day, stoop, squat frequently and lift up to 40lbs or more. Recreation programs are conducted during the day and evening hours, on weekends, and on holidays. The successful applicant must be willing to work a flexible schedule.

APPLICATION DEADLINE: Thursday, October 26, 2017 by 5:00pm

SELECTION PROCESS:

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted. Applications may not be faxed or submitted electronically.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3)

business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

**CITY OF SOUTH EL MONTE
1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CA. 91733**