



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2409 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER



PART-TIME ~ AT-WILL POSITION RECREATION SPECIALIST

\$15.56 - \$18.60 per hour (19 hours per week)

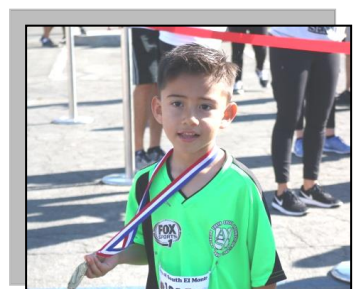
****APPLICATION DEADLINE EXTENDED: February 28, 2019 by 5:30 p.m.****

POSITION SUMMARY: Under general direction of the Recreation Supervisor & Recreation Coordinator, the Recreation Specialist is responsible for developing, implementing, and evaluating recreation programs with an emphasis in youth and adult sports.

KNOWLEDGE AND ABILITIES:

- Must have knowledge of organized recreation and sports programs;
- Practices and principles of supervision;
- Practices and principles of budgeting;
- Knowledge of policies and procedures related to recreation programs and facilities;
- Supervise, train, evaluate, and motivate employees;
- Conduct research and prepare clear, concise, and comprehensive reports;
- Maintain accurate records;
- Ability to market recreation programs;
- Ability to present ideas and concepts orally and in writing;
- Ability to communicate clearly and concisely with co-workers, as well as children and parents of diverse ethnic and cultural backgrounds;
- Ability to organize and coordinate recreational programs;
- Identify potential hazards;
- Must have knowledge of basic safety procedures;
- Must have knowledge of basic first-aid principles and practices;
- The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position;
- Performs related duties as required or assigned.

EDUCATION/EXPERIENCE: Any combination of education, training and experience that has provided the required knowledge and abilities necessary for satisfactory job performance. A typical way to obtain this training and experience would be four (4) years or more of experience in the implementation of recreation & sports activities and programs, including one (1) year of supervisory experience.



REQUIRED LICENSES OR CERTIFICATIONS: Must have a valid California Driver's License; First Aid/CPR certified preferred --- if not, must obtain within 90 days of appointment certificates for First Aid and CPR.

PHYSICAL DEMANDS/WORK ENVIRONMENT: Assigned to various sites; they work indoors and outdoors in a variety of weather conditions, and stand for long periods, also should have ability to sit, walk up to 8 hours per day, stoop, squat frequently and lift up to 50lbs 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.

WORK SCHEDULE: The ideal primary schedule is Monday - Friday 2:00 p.m. - 6:00 p.m.; however, 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.**

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
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