



**P/T RECREATION
Recreation Leader**

THE SALARY: \$7.50 per hour. Part-time, temporary at-will position.

FILING PROCESS: **CONTINUOUS -- OPEN UNTIL FILLED -- APPLY IMMEDIATELY.** Applications must be submitted to the Human Resources Department, CITY OF LOMPOC, 100 Civic Center Plaza, LOMPOC, CA 93438. Applications may be obtained from the information desk at City Hall OR call for application at (805) 875-8208 OR download application from website at www.cityoflom poc.com

THE SELECTION PROCESS: Based upon application review, applicants who best meet the City's needs will be invited to an oral interview. An interview board will make a competitive evaluation of each candidate on some of the essential knowledge, skills, abilities, job-related education, and experiences listed below will be evaluated. Appointment is subject to successful completion of a pre-employment physical exam provided, upon employment offer, at City expense. **IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE PERSONNEL DEPARTMENT IN WRITING BY THE FILING DEADLINE DATE ON THIS BULLETIN.**

THE POSITION: Under supervision of Recreation Supervisor, supervises, plans, organizes and conducts recreation programs at a community site for youngsters ages 6-14.

EXAMPLES OF DUTIES: Assumes the responsibility for issuance and use of recreation equipment and supplies; conducts safety and maintenance inspections of buildings and facilities; prepares site for playground and special programs; leads, plans and organizes special contests, games, music, arts and crafts, sports, drama and dance activities; maintains paperwork and makes oral and written reports as required; assists in the supervision of community-wide special events as well as attending weekly meetings.

Recreation Leaders will work approximately two to three hours a day, three days per week, leading children in various recreational activities. Additional hours may be required for planning meetings, special programs, etc.

LICENSE REQUIRED: Possession of a valid California Driver's License (Class "B" California Driver's License desirable). Standard First Aid Certificate, Cardio-Pulmonary Resuscitation (CPR) Certificate.

MINIMUM QUALIFICATIONS: **Knowledge of:** Basic arithmetic; basic reading skills; first aid principles and practices; recreation program principles and procedures; good organizational skills; basic communication skills.

Ability to: Make mathematical calculations; maintain accurate records; make sound decisions based on logical reasoning; establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: Any combination of training, education and experience which would provide the required knowledge and abilities. Spanish speaking skills are desirable. Ability to plan recreational programs for and work effectively with youths aged 6-14 years is highly desirable.

NOTE: The above duties are identified as "essential functions" of the position in accordance with the Americans with Disabilities Act (ADA).