



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR RECREATION LEADER (Travis Ranch Activity Center)

SALARY: \$11.38 – \$12.88/hr

FINAL FILING DATE: Applications accepted until filled.

THE POSITION

This part-time position works 15-20 hours per week under the supervision of a Senior Recreation Leader, Recreation Specialist and/or Recreation Coordinator at the Travis Ranch Activity Center. Responsibilities include planning and facilitating youth sports programs, organizing and leading a variety of recreation activities and special events, scorekeeping for adult sports basketball, and preparing and monitoring the facility for scheduled events. **This part-time position may be scheduled weekdays in the afternoon and evenings. Weekend shifts may be scheduled mornings, afternoons and evenings. All Parks and Recreation employees are required to work July 4.**

EXAMPLE OF DUTIES

1. Physically move equipment and supplies in preparation for indoor/outdoor recreational activities.
2. Lead and instruct groups of children in developmental sports activities.
3. Adhere and apply to department policies and/or procedures.
4. Assist staff in evaluating programs by providing practical feedback and suggestions.
5. Set-up tables and chairs for facility rentals and contract classes.
6. Performs other related duties as required.
7. Light facility maintenance duties prior to scheduled classes and activities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of basic customer service standards.
2. Knowledge of basic recreation programming.
3. General knowledge of basketball rules for scorekeeping purposes.
4. Having coaching background or playing experience in volleyball is highly desirable.
4. Ability to direct and lead groups of children in recreational activities.
5. Ability to greet the public and handle decisions diplomatically.
6. Desire to work with youth and adults.
7. Ability to communicate verbally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school. Applicant must be 18 years or older and available to work up to 15-20 hours a week, Monday – Sunday. Desirable qualifications include college level course work in recreation, physical education or education, and/or paid or volunteer experience in leadership of children or adults in recreational activities. 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.

APPLICATION AND SELECTION PROCEDURE

To obtain an application packet you may:

- Call 714/961-7107 to request that one be mailed to you.
- Download from the website – www.ci.yorba-linda.ca.us
- Pick it up at City Hall, 4845 Casa Loma Avenue, Yorba Linda, California 92886.

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 Personnel 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.

AN EQUAL OPPORTUNITY EMPLOYER