



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

RECREATION LEADER

SALARY: \$10.11 – 11.61/hour

FINAL FILING DATE: Applications accepted until filled.

THE POSITION

This part-time, 10-20 hours per week position works under the supervision of a Senior Recreation Leader, Recreation Specialist and/or Recreation Coordinator at the Yorba Linda Community Center. Responsibilities include preparing facility and room set-ups and, organizing and leading a variety of recreation activities and special events; conducting assigned activities with groups. Hours may include work shifts in the day or evening, Monday-Sunday. All Parks and Recreation employees are required to work July 4.

EXAMPLE OF DUTIES

1. Physically move equipment, arrange tables and chairs, and/or operate audio visual equipment based on diagram or written instruction.
2. Assist in the inventory of facility equipment and supplies.
3. Adhere and apply to department and/or policies and procedures.
4. Use a computer workstation to provide information to the public; assist staff in clerical duties and/or keeping records of activities.
5. Assist staff in evaluating programs by providing practical feedback and suggestions.
6. Assist with the supervision of facility reservations, and enforce rules applicable to that reservation.
7. Performs other related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of basic recreational activities and customer service standards.
2. Ability to direct and lead groups in recreation activities.
3. Ability to greet the public and handle decisions diplomatically.
4. Desire to work with a customer base of varying age levels.
5. 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 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.

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