



**EMPLOYMENT OPPORTUNITY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
30001 Ladyface Court, Agoura Hills CA 91301 ❖ 818/597-7300

**FILING DEADLINE: OPEN UNTIL FILLED**

---

**RECREATION LEADER II**

**Salary Range: \$11.78 - \$14.35/Hour**

**THE POSITION**

The Recreation Leader II is a part-time classification, which supports other departmental staff in the execution of departmental activities. Incumbents work in accordance with established schedules and standards, exercising independent judgment in solving program activity problems. Work is supervised through regularly scheduled conferences, reports and evaluations.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

1. Instruct and facilitate recreational classes.
2. Organizes, directs and participates in the assigned recreation program; develops participant interest and enthusiasm. Assists in the encouragement of participation and good sportsmanship.
3. Monitor Recreation Center; scorekeeper for recreational sports leagues.
4. Assists department staff in the direction or execution of other recreation programs and special events.
5. Prepares the recreational facility for program activities; directs the use and care of recreational equipment and facilities.
6. Collects program registrations and fees; prepares records and activity reports in accordance with established procedure.
7. Participates in program publicity and promotional activities.

**Education and/or Experience**

Applicant must be a High School graduate or equivalent. Must be 18 years of age and possess six months and/or 500 hours of group recreational activity leadership experience, or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Completion of one year of college-level course work in a recreation or related field is desirable, but not required.

**Knowledge, Skills, and Abilities**

Working knowledge of the basic rules and regulations governing competitive group athletic games and sporting events; objectives and practices common to group recreational and social activities. Ability to organize and direct individuals and groups, and conduct and participate in recreational and social activities, and special events; adhere to program standards and objectives; maintain records and simple reports; meet with the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; set up equipment and prepare recreation facility for programs; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

**Physical Demands**

While performing the duties of this class, the employee is regularly required to sit, talk or hear, both in person or on the telephone, operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push tools, equipment and supplies weighing up to 50 lbs is sometimes required. Specific vision abilities required by the position include: close vision, color vision and the ability to focus.

**Mental Demands**

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

## **Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both typical office conditions and in a recreational setting. The noise level of the office work environment is usually quiet. The environment of the recreational setting is dependent upon site location, type of activity and weather conditions. The noise level in the recreational setting is frequently loud. The employee may work outdoors in all weather conditions including wet, hot, cold and may be exposed to heavy dust and pollen.

## **Licenses/Certificates**

Possession of a Class C California driver's license, and a satisfactory driving record. Possession of, or ability to obtain American Red Cross certificates in First Aid and CPR.

## **Filing Period**

All applicants are required to submit a completed City application. Resumes alone cannot substitute for the application. Applications are available at the Department of Community Services, 29900 Ladyface Ct., Agoura Hills, CA 91301, Agoura Hills Civic Center, 30001 Ladyface Court, Agoura Hills, CA 91301 and can be printed from our website at: [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us).

## **Application and Selection Process**

We will conduct a comparative review and evaluation of all application materials submitted and invite only those candidates who possess the most desirable qualifications to continue in the selection process. Selected candidates will be invited to interview for the position. Be sure to list at least one telephone number where we can reach you or leave a message during the hours of 7:00 am to 5:00 pm.

## **Please Note:**

- *The provisions of this bulletin do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions contained in this bulletin without notice.*
- *In accordance with the Immigration Reform & Control Act of 1986, the city must verify that all new employees at the time of hire have written proof of their right to work in the United States.*
- *The City provides employment rights and non-discrimination on the basis of disability, as established in the Americans with Disabilities Act of 1990.*