



**EMPLOYMENT OPPORTUNITY  
AN EQUAL OPPORTUNITY EMPLOYER**

30001 Ladyface Court, Agoura Hills CA 91301 ❖ 818/597-7300

***FILING DEADLINE: OPEN UNTIL FILLED***

---

**RECREATION LEADER I**

**Salary Range: \$12.27 - \$14.95/hour**

**THE POSITION**

Assists in conducting diversified recreation programs including games, sports, and special events; and, performs related duties as required. Recreation Leader I is a temporary part-time classification, which supports other departmental staff in the execution of departmental activities. Incumbents in this class work under close supervision.

**EXAMPLES OF DUTIES**

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

1. Assists in the instructing and facilitating of recreational classes.
2. Assists in planning, organizing, promoting and direction of recreational activities, classes, camps and sports leagues. 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 in the set-up and 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**

Must be 16 years of age or older, and obtain a work permit if required by law. Experience as a volunteer or participant in recreational activities desirable, or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

**Knowledge, Skills, and Abilities**

Communicate effectively orally; set-up equipment and prepare recreation facility for programs; understand and follow verbal and written directions; knowledge of municipal recreation practices, and basic rules and regulations governing group athletic games and sporting events; 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, operated 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 or ability to obtain 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 Court, Agoura Hills, CA 91301, Agoura Hills City Hall, 30001 Ladyface Court, Agoura Hills, CA 91301 or complete an application online at: [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us). If you have any questions please feel free to call Xochitl Ruwhiu (818) 597-7366 or email: [xruwhiu@ci.agoura-hills.ca.us](mailto:xruwhiu@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 a.m. to 5:00 p.m.

### **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.*
- *The City provides employment rights and non-discrimination on the basis of disability, as established in the Americans with Disabilities Act of 1990.*
- *All offers of employment with the City of Agoura Hills are made contingent upon receipt of written proof of legal right to work in the United States in accordance with the Immigration Reform & Control Act of 1986, successful completion of Department of Justice fingerprinting, and in compliance of California State Law, a negative TB test on file.*