



EMPLOYMENT OPPORTUNITY

AN EQUAL OPPORTUNITY EMPLOYER

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

FILING DEADLINE: OPEN UNTIL FILLED

RECREATION LEADER I

(Special Events)

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

THE POSITION

The Recreation Leader I – Special Events position is a part-time classification which supports other staff in the execution of departmental activities. Incumbents work in accordance with established schedules and standards, exercising independent judgment in solving program activity issues. This position works under close supervision.

EXAMPLES OF DUTIES

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

1. Availability on weekends (Friday, Saturday, Sunday) and some weeknights are required.
2. Check for damages in the Event Center (i.e. stains, scratches, broken/missing furniture etc.)
3. Assist with light clean-up, set-up and reorganization of event center furniture etc.
4. Monitor the Recreation and Event Center.
5. Prepare facility for program activities.
6. Direct and assist the public regarding general questions about the Recreation and Event Center.
7. Walk the perimeter of the building to check for damages or safety hazards.
8. Responsible for supervising Teen Center equipment while in use.

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

Knowledge and/or experience with special events is preferred; maintain records and simple reports; handle difficult situations with diplomacy and tact; ability to communicate effectively both orally and in writing is required; understand and follow verbal and written directions; establish and maintain cooperative working relationships with a variety of staff, clients, participants, vendors, and customers.

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 can be completed online or printed from our website at: www.ci.agoura-hills.ca.us. If you have any questions please feel free to contact Nick Newkirk at (818) 597-7325 or by email at nnewkirk@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.*