



EMPLOYMENT OPPORTUNITY

RECREATION LEADER II (Special Events)

\$14.95 - \$18.22/hour

OPEN UNTIL FILLED

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

Depending upon assignment, duties may include, but are not limited to the following:

- Availability on weekends (Friday, Saturday, Sunday) and some weeknights is required.
- Communication (including follow-up) with renters and/or vendors via email, telephone, or in person.
- Day of coordination for special events (i.e. weddings, mitzvah's, meetings, fundraisers etc.)
- Check for damages in the Event Center (i.e. stains, scratches, broken/missing furniture etc.)
- Enforce city policies and procedures during events.
- Manage security guards.
- Assist with set-up, light clean up and reorganization of Event Center furniture etc.
- Supervise other Recreation Leaders during their Event Center shifts
- Attend weekly meetings with other Event Center staff to review upcoming events
- Update event center files for upcoming events.
- Provide feedback to Event Center staff.



What You Bring

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 and/or experience with special events is preferred; ability to organize and direct individuals and groups; maintain records and simple reports; meet with the public in situations requiring 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.

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Possession of a valid California Class C driver's license at the time of hire and have a satisfactory driving record based upon specific program needs. Possession of or ability to obtain American Red Cross certificates in first aid and CPR within six (6) months.

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, and 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 job 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. However, the environment for the recreational setting is dependent upon site location, type of activity being performed 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.

Are you ready? Apply!

Complete a city application online at www.ci.agoura-hills.ca.us or submit a city application to Human Resources, City of Agoura Hills, 29900 Ladyface Court, Agoura Hills, CA 91301. Questions: email Nick Newkirk at nnewkirk@ci.agoura-hills.c.us. Applications materials will be screened on a continuous basis. Resumes may be attached to completed applications, but a resume will not be accepted in lieu of an official City Application. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) finger print check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).