



Recreation Leader Part-time, Temporary

The Position

Under supervision of a Recreation Coordinator and/or Recreation Supervisor, current vacancy duties include opening and closing facilities, set-up and take-down of tables/chairs/A.V. equipment etc., maintaining restrooms and following policy and procedure for programs, special events and rentals of City Facilities.

Essential Duties

Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform the duties.

- Must have excellent reading and writing skills, good customer service skills, and the ability to communicate effectively with the public.
- Assists in the development of planning, organizing, and implementing community recreation programs.
- Knowledgeable in sports and aquatic related activities and special events.
- Experience in staff development, staff training and supervision of part-time staff.
- Responsible for supervising entire individual sport programs, both youth and adult.
- Ability to lead large groups, teach and/or coach a variety of recreation activities.
- Ability to maintain athletic activity areas such as preparing fields for games and practices, setting-up tables and chairs, picking up litter, emptying garbage cans, cleaning and restocking restrooms.
- Prepare and supervise buildings for rental activities, which may include set-up, take-down, and monitoring of facilities.
- Working knowledge of equipment and accessories, such as but not limited to: sound, computer and alarm systems. Knowledge of small appliances is desirable.
- Responsible for promoting safety and maintaining order at recreation facilities during organized activities.
- Opens and locks public facilities as directed.
- Perform other duties as deemed necessary.

MUST BE WILLING TO WORK WEEKENDS, EVENING HOURS AND HOLIDAYS, AND TO FULFILL JOB DUTIES THROUGHOUT THE ENTIRE SEASON.

Standards

Must be 18 years of age or older. Minimum of one (1) year community recreation experience as a Recreation Assistant or equivalent related experience and be able to obtain certification in community CPR and standard first aid within 90 days of being hired. Computer experience is highly desirable. Ability to lift, carry, push, and/or pull moderate to heavy amounts of weight.

Must possess a valid California Driver's License with a good driving record.

Salary

\$13.94 – \$16.95 per hour, no benefits

Immigration Reform and Control Act

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

Selection Process

Required City application and supplement may be obtained by visiting the website, www.brentwoodca.gov; calling 925-516-5191; or in-person at Brentwood City Hall, 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. Monday-Friday. **Application and supplement for this position will be accepted until positions are filled. Completed application and supplement may be mailed to City Hall, Attn: Human Resources, 150 City Park Way, Brentwood, CA 94513 or dropped off in person at City Hall, First Floor Payment Center.**

Application packets will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation.

The information contained herein does not constitute either an express or implied contract and these provisions are subject to change.

THE CITY OF BRENTWOOD IS AN EQUAL OPPORTUNITY EMPLOYER