



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

SENIOR RECREATION LEADER

PART-TIME, YOUTH AND TEEN PROGRAMS

FILING DEADLINE: **Apply Immediately, Open Until Filled. First Review: May 13, 2019**
One position open. Eligibility list will be established for future openings.
\$15.14 - \$18.40 per hour

THE POSITION:

The City of Laguna Niguel offers an opportunity for employees to work in a fun, fast-paced, friendly, indoor and outdoor environment, while providing recreation services to our residents. The City of Laguna Niguel knows that talented employees are our most valuable asset and are the reason we can provide such excellent service to residents and businesses. We offer the training and tools needed for our employees to be successful. We are currently looking for a part-time, summer Senior Recreation Leader for the Youth and Teen Programs. Work hours and schedules vary according to the position and the City's needs. Successful candidates must be available to work shifts from late May through beginning of September, during various hours of the day, nights and weekends.

PRIMARY FUNCTION:

Under the supervision of the Recreation Supervisor or Recreation Coordinator, the Senior Recreation Leader will plan and implement youth and teen programs, including Summer Day camp, special events and seasonal workshops.

EXAMPLES OF DUTIES:

- Assist Recreation Supervisor or Recreation Coordinator with planning, implementing and evaluating youth and teen programs as well as seasonal special events.
- Supervise part-time staff and volunteers in youth/teen workshops and special events.
- Develop promotional materials, including postcards, brochures and print ads; post on social media sites.
- Learn the ACTIVE Net registration system and assist in the registration office as needed.
- Order, inventory, and organize promotional materials and supplies for special events.
- Update website; monitor calendars; and upload special events flyers and general content.
- Assist with crowd control at special events, responding to emergencies and first aid situations.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Recreational, cultural and social programs for youth, teens, and families.
- Special events, youth and teen programs, and arts and crafts.

Ability to:

- Lead age-appropriate games and activities.
- Plan creative and age appropriate activities for youth and teens in camps and special events.
- Establish and maintain cooperative working relationships with fellow employees.
- Prepare for programs by doing research and/or by using existing skills.

- Make quick and appropriate decisions when unexpected situations occur. Solve problems when dealing with the public.
- Alter planned activities when unforeseen circumstances occur (i.e., inclement weather).
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate strong customer service skills in communicating with parents of campers or patrons at special events.
- Communicate with the public in a professional and courteous manner.
- Knowledge of Word, Excel and graphic design computer programs.
- Establish and maintain cooperative working relationships.
- Work a varied schedule of hours, which may include nights, early mornings, weekends, and holidays.

EXPERIENCE AND TRAINING REQUIRED:

Any combination of experience, training and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- One year's experience working as a Recreation Leader with youth/teens in recreation programs.
- Equivalent to completion of twelfth grade. Some college-level courses in recreation, education, child development or similar field desired.

LICENSES/CERTIFICATES:

- Hold, or have the ability to obtain, current Red Cross First Aid and C.P.R. for youth and adult certificates.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance: stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Summer camps and special events are physically demanding; requiring extended hours of standing, walking and the ability to lift, push and pull up to 50 lbs.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee seasonally works in outside weather conditions. The employee is occasionally exposed to wet and/or hot and humid conditions.

The noise level in the work environment is usually quiet while in the office, and moderate when in the field.

HOW TO APPLY:

A required City application form is found online at the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application. Completed City application must be submitted to Hresources@cityoflagunaniguel.org, online, or in person to Human Resources at City Hall (30111 Crown Valley Pkwy, Laguna Niguel, CA). Based upon information presented on the application, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.