



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

RECREATION LEADER

PART-TIME, PARKS & RECREATION DEPARTMENT

FILING DEADLINE: **Apply Immediately, Open Until Filled. First Review: June 19, 2019**
\$12.22 – \$14.86 per hour

Are you energetic, motivated, dependable, and have the desire to make a difference? If yes, Laguna Niguel is the place for you!

Do you want to work in a fun, fast-paced, friendly and stable environment? 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 part-time Recreation Leaders for our Parks and Recreation Department. Work hours and schedules vary according to the position and the City's needs.

EXAMPLE OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

- Plan and implement arts and crafts, cooking and baking, games, hikes, stories, songs, sports activities, and other camp-related activities.
- Assist with planning and conducting special events, general programs, and facility rentals; set-up and take-down tables, chairs, canopies, etc.
- Help with general office duties, including answering the telephone and registering patrons.
- Monitor facility use; open, close and secure building for events.
- Implement City policies and procedures.
- Keep accurate and detailed records.
- Ensure safety of staff and participants.
- General cleaning as needed.
- Perform related duties as assigned.



MINIMUM QUALIFICATIONS:

Knowledge of:

- Recreational, cultural, and social activities for children, adults, and/or seniors.
- Arts and crafts activities.
- A variety of indoor/outdoor games and activities.
- General sports activities

Ability to:

- Plan fun and creative activities for children, adults, and/or seniors.
- Establish and maintain cooperative working relationships.
- Prepare for programs by conducting research and/or by using existing skills.
- 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.
- Communicate with the public in a professional and courteous manner.
- Ability to use or learn how to use a computer.
- Work a varied schedule of hours, which may include nights, early mornings, weekends, and holidays.

EXPERIENCE AND TRAINING REQUIRED:

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

- One year of experience in recreation programs, classrooms, daycare, or a similar setting.
- Equivalent to completion of twelfth grade. Some college-level coursework in recreation, education, child development, or related field is desirable.
- Possession of, or ability to obtain, valid First Aid and CPR certificates within 15 days of employment.

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. Completed City application should be submitted online, to Hresources@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, 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.

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