



# CITY OF LAGUNA NIGUEL

## EMPLOYMENT OPPORTUNITY

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# SENIOR RECREATION LEADER

## PART-TIME, PARKS AND RECREATION DEPARTMENT

**FILING DEADLINE:**     **Apply Immediately, Open Until Filled. First Review: July 29, 2019**  
Three current vacancies  
**\$15.14 to \$18.40 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 three part-time Senior Recreation Leaders for our Parks and Recreation Department. Work hours and schedules vary according to the position and the City's needs.

### **EXAMPLES OF DUTIES:**

- Supervise staff and children during events and programs.
- Prepare and distribute program publicity including flyers, press releases, and calendars.
- Supervise and assign duties to Recreation Leaders and volunteers.
- Evaluate performance of Recreation Aides and volunteers.
- Keep accurate and detailed records.
- Evaluate programs.
- Assist Recreation Supervisor with planning and implementing special events and programs; set-up and take-down tables, chairs, canopies, etc.
- Help with general office duties, including answering the telephone and registering patrons.
- Monitor facility use.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Recreational, cultural, and social activities for children, teens, adults and/or seniors.
- Special events, teen and children programs, arts and crafts, and indoor/outdoor games and activities.

#### **Ability to:**

- Plan fun and creative events/programs for children, teens, adults, and/or seniors.
- Establish and maintain cooperative working relationships.
- 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, such as 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, cooperative, and courteous manner.
- Learn to use the 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:

- Two years of experience in working or volunteering 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 desired.

### **Licenses:**

- Possession of, or ability to obtain within 15 days of employment, First Aid and CPR certificates.

### **HOW TO APPLY:**

A required City application form is found online at the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org). Application must be filled out completely and must show that the minimum qualifications are met. Completed City application should be submitted to [Hresources@cityoflagunaniguel.org](mailto:Hresources@cityoflagunaniguel.org) or in person to Human Resources at the address above. 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.**