



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

SENIOR RECREATION LEADER

PART-TIME, PARKS & RECREATION DEPARTMENT

FILING DEADLINE: **Apply Immediately, Open Until Filled.**
\$15.59 – \$18.95 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 Senior Recreation Leaders for our Parks and Recreation Department, Sea Country Senior and Community Center. 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:

- Prepare and distribute program publicity, including flyers and calendars.
- Help with general office duties, including answering the telephone and registering patrons.
- Open, close and securing facility and building.
- Oversee activities and assist with community and/or senior programs.
- Monitor senior center for basic maintenance issues and report maintenance issues to supervisor.
- Make recommendations regarding policies and procedures based on observations of facility use.
- Evaluate existing special event programs and developing new special events programs.
- Promote awareness, educate participants and enforce regulations regarding senior rules and regulations.
- Demonstrate strong customer service skills in communicating with patrons at special events.
- Keep accurate and detailed records.
- Ensure safety of staff and participant, implement safety strategies as necessary.
- General cleaning as needed.
- Supervise, evaluate and assign duties to Recreation Leaders.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Planning recreation programs and events
- Creating marketing publications (flyer, brochures, etc.)

Ability to:

- Plan and implement creative programs and activities at the Sea Country Senior and Community Center.

- 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:

- 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:

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

HOW TO APPLY:

A required City application form can be found on the City's website at www.cityoflagunaniguel.org; or by calling (949) 362-4300. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and should be submitted to 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.