



# CITY OF LAGUNA NIGUEL

## EMPLOYMENT OPPORTUNITY

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

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### **RECREATION LEADER**

### **SKATE AND SOCCER PARK**

### **PART-TIME**

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. We offer the training and tools needed for our employees to be successful. Work hours and schedules vary according to the position and the City's needs.

**FILING DEADLINE:**      **Open Until Filled. First Review of Applications, Monday July 12, 2021**  
**\$14.26 - \$17.34 per hour**

#### **PRIMARY FUNCTION:**

Under the supervision of the Recreation Supervisor, Recreation Coordinator, and/or the Senior Recreation Leader, the Recreation Leader will assist with planning, coordinating, and implementing programs at the Laguna Niguel Skate and Soccer Park.

#### **EXAMPLES OF DUTIES:**

- Assist with planning and implementing various skate park programs such as private/group lessons, skate contests and special events, including setting up and taking down tables, chairs, canopies and other equipment as needed.
- Teach proper skate instruction to skate lesson and camp participants.
- Assist with general office duties; including answering the phone and registering patrons.
- Monitor facility use; open, close and secure facility for events.
- Implement City policies and procedures including ensuring proper required safety equipment is being worn and all park patrons are following rules and regulations.
- Provide and keep accurate records.
- Provide exceptional customer service to all patrons.
- Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Recreational activities for various user groups.
- Safety regulations, procedures, practices, and OSHA safety regulations.
- Equipment used to maintain the skate park, such as leaf blower and power washer.
- Variety of computer programs, including Microsoft Suite and ActiveNet.

##### **Ability to:**

- Plan creative skateboarding activities and events for various user groups.
- Establish and maintain effective and positive working relationships.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Alter planned activities when unforeseen circumstances occur (i.e. inclement weather).

- Demonstrate strong customer service skills by communicating with the public in a professional and courteous manner.
- Work assigned schedule of hours which may also 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 working at a skate park, recreation programs or other related recreation programs.
- G.E.D. Certificate of Completion or High School Diploma. Some college-level courses in recreation, education, child development or similar field is desired.
- General skateboarding experience in a skate park setting is desirable.

### **LICENSES/CERTIFICATES:**

- Hold or ability to obtain, current Red Cross First Aid and C.P.R. 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.

### **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 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 moderately loud when in the field.

### **HOW TO APPLY:**

A required City application form can be found online on the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org) or by calling (949) 362-4300. Applications must be filled out completely and must show that the minimum qualifications are met. A completed City application should be submitted to [hr@cityoflagunaniguel.org](mailto:hr@cityoflagunaniguel.org), online, or by mail to City of Laguna Niguel City Hall, Human Resources Department, 30111 Crown Valley Parkway, Laguna Niguel, CA 92677. 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.**