



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Recreation Leader
(Summer Program)
\$13.65 - \$16.59 hourly
(Part-Time/Non Benefited Position)

The Opportunity:

The City of San Gabriel's Community Services Department is seeking an energetic individual with the ability to work effectively within a diverse community. The ideal candidate can plan, supervise, lead, and direct youths in a wide variety of recreational activities. This individual will provide quality program supervision with an emphasis on meeting the recreational needs of youth in the community.

Position Summary:

Under general supervision of the Recreation Supervisor, the Recreation Leader has the primary responsibility for planning, developing, conducting, and supervising a wide variety of activities for children including homework assistance, sports, games, recreation activities, and special events. The Recreation Leader will also teach the basic fundamentals of play and sportsmanship in organized team activities. The Recreation Leader will be responsible for assisting in program publicity through the use of flyers, newsletters, signs, and posters; keeping records and prepare related reports; adhering to City and departmental policies and procedures; and other related work as assigned. **This position involves a varying schedule and requires working nights, weekends and holidays as needed.**

Minimum Qualifications:

Any equivalent combination of training experience that provides the required knowledge skills and abilities could be considered. Must possess basic skills, and knowledge of methods, practices, and equipment used in maintaining an effective recreational program. Must have the ability to organize, conduct, and supervise recreational activities, as well as establish and maintain effective working relationships with staff members, volunteers, and the general public. The ideal candidate also must be able to complete certification in CPR and First Aid within 3-months of hire.

PARS Requirement:

Part-Time Employees are required to participate in the Public Retirement Services (PARS) in lieu of Social Security.

Bilingual Pay: Bilingual pay of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Application Procedure:

Candidates must submit a completed City of San Gabriel application online at jobs.sangabrielcity.com. All application materials must be submitted online by 5:00 p.m. on **Thursday, February 27, 2020**. It is highly recommended that applicants submit a cover letter and resume with their online application. *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Please note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Application Period.....February 6 – February 27
- Panel Interview.....Week of March 16
- Tentative Start Date.....May 27

Candidates considered for employment will be screened by the California Department of Justice. The City of San Gabriel maintains a drug, alcohol, smoke-free work environment, and enforces a zero tolerance policy relating to substance abuse.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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JobID#18