



## **Recreation Leader III**

Open Competitive Examination

*Seasonal and Part-time employees are appointed by and serve at the will of the Department Head.*

### **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Recreation Leader III in our Recreation and Community Services Department.

Under direction, plans supervises, leads and directs youths and/or adults in a wide variety of recreational and community service activities. Supervises, oversees, and monitors assigned shifts in programs, activities, and events to assure compliance with department objectives, as well as, safety and performance guidelines.

### **IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited, to the following:

- Supervises assigned shifts in the Recreation and Community Services programs to assure compliance with department objectives, safety, and performance guidelines;
- Assists in training part-time staff, interns, and volunteers in accordance with departmental policies and procedures;
- Coordinates marketing and community outreach efforts;
- Plans, develops, conducts, supervises and manages a wide variety of activities for children and adults, including sports, arts and crafts, contests, tournaments, games, drama, music and special events;
- Organizes, conducts, and supervises free play and team activities for adults and children;
- Teaches fundamentals of lay and sportsmanship in recreational activities;
- Adheres to city and departmental policies and procedures;
- Performs related duties as required.

### **JOB-RELATED AN ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Methods, practices, and equipment used in maintaining an effective recreation and community service programs.
- Program and activity promotion and advertising methodology.
- Computer software, including Microsoft Office, Quick Books, Front Page, Adobe Professional, and Photoshop.

#### **Ability to:**

- Organize, conduct, assign, and supervise recreational activities.
- Write clear and accurate reports.
- Establish and maintain effective working relationships with others.

### **EXPERIENCE AND TRAINING GUIDELINES**

A typical way to obtain the knowledge, skills and abilities would be the following:

#### **Experience:**

- One-year paid or two-year verifiable volunteer recreation experience is required.

#### **Training:**

- High School graduation or its equivalent is required.
- Completion of 45-semester units from an accredited university in the field of Recreational Studies, Kinesiology, Public Health, or a related field is highly desirable.

**Parks  
Make  
Life  
Better!**

### **EXPERIENCE AND TRAINING GUIDELINES (continued)**

#### **Special Requirements:**

- Must stay current in field, and acquire all necessary training that new technological changes may present.
- Must possess and maintain a valid California Class C Driver's License.

#### **Desirable Requirements:**

- Ability to understand and speak Spanish.

#### **Work Schedule:**

- Part-time, 18 - 20 hours per week.
- Flexible schedule.
- May be required to work weekends.

#### **Essential Duties Require the Following Physical Abilities and Environmental Conditions:**

- Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift about 50 lbs;
- May be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees); and
- May be exposed to frequent loud noises and toxic/poisonous substance, as well as, slippery surfaces.

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.*

*The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.*

## **SALARY AND BENEFITS**

***\$13.82 - \$16.65 Per Hour***

No other benefits are applicable.

## **EMPLOYMENT PROCESS**

The City of San Fernando only accepts applications for positions which are currently open. All interested applicants must complete a City application. We must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Office prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

## **APPLICATION PROCESS**

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email ([llopez@sfcity.org](mailto:llopez@sfcity.org)); **OR** you may complete an application online ([www.sfcity.org](http://www.sfcity.org)).

Completed application should be returned to:

***City of San Fernando - Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
(818) 898-1220***

## **ABOUT THE CITY**

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

## **RECREATION AND COMMUNITY SERVICES DEPARTMENT MISSION STATEMENT**

The mission of the City of San Fernando Recreation and Community Services Department is to develop and implement programs and activities that provide for the well-being and the personal development of the City's residents. The staff is dedicated to creating those experiences that provide for good citizenship, a sense of community and for a better quality of life.



## **INVITES APPLICATIONS FOR**

## ***Recreation Leader III***

Open Competitive Examination

## **SALARY**

***\$13.82 - \$16.65 Per Hour***

## **FILING DEADLINE:**

**OPEN UNTIL FILLED  
Apply Immediately**

