

RECREATION LEADER III

THE POSITION



The City of San Fernando is seeking 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; performs other related duties as required.

IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- 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.

EXPERIENCE AND TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

Experience:

One-year paid or two-year verifiable volunteer recreation experience is required. Ability to understand and speak Spanish highly desirable.

Training:

High School graduation or GED equivalent is required.

Graduation from high school 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.

Special Requirements:

Must possess a valid California Class C driver's license along with car insurance on appointment and as a condition of continued employment. Must have own transportation to travel within City limits.

Work Schedule:

Part-time, 18 to 20 hours per week. Flexible schedule; may be required to work a variety of shifts, including weekends and holidays, as needed.

Physical Abilities & Environmental

Conditions:

Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift 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.

COMPENSATION & BENEFITS

Hourly Salary: \$21.08 - \$25.39

NOTE: This is an at-will, part-time position with minimal benefits.

BILINGUAL BONUS \$50 per month upon passing Bilingual exam.

TUITION REIMBURSEMENT Up to \$1,500 per fiscal year for approved courses.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Personnel Division
117 Macneil Street, San Fernando, CA 91340
Personnel@sfcity.org | (818) 898-1221

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.

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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. 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.

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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



QUESTIONS?

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117 Macneil Street, San Fernando, CA 91340
Personnel@sfcity.org | (818) 898-1220



INVITES INTERNAL
APPLICATIONS
FOR

RECREATION LEADER III (PART-TIME)

Open to Internal Candidates Only

HOURLY SALARY
\$21.08 - \$25.39

FILING
DEADLINE
OPEN UNTIL FILLED
APPLY IMMEDIATELY

FIRST REVIEW
AUGUST 30, 2024



CITY OF
SAN FERNANDO
RECREATION AND COMMUNITY SERVICES