MINIMUM REQUIREMENTS

Any combination of work experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Equivalent to graduation from high school. Six (6) months to one (1) year of experience working with children, youth and seniors in a recreation setting similar to that of the City of Lawndale. Must obtain CPR/First Aid Certification upon hire.

KNOWLEDGE OF: Basic rules and skills in a wide variety of games and sports activities for children and youth of various ages. Teaching methods and techniques for recreation and sports.

ABILITY TO: Communicate effectively orally and in writing; pay close attention to detail; meet deadlines; maintain complete, accurate and timely accounting records; perform and understand mathematical computations quickly and accurately; follow written and oral instructions; establish and maintain positive and productive working relationships and work as a team. On a continuous basis, instruct and explain safety and activity rules to participants and parents; establish productive working relationships with all staff levels and community participants; analyze and maintain records, reports and forms; identify and report vandalism and other suspicious activity; identify and act to resolve conflicts and disputes among children. Work outdoors and indoors in usually loud environment; regularly lift and or move up to 75 pounds; frequently use hands, finders, and arms; walk, sit and/or stand; may be required to climb, stoop or run.

Part-Time Employment Opportunity

RECREATION LEADER

SALARY: $14.00 PER HOUR

OPEN UNTIL FILLED- PLEASE APPLY IMMEDIATELY

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION: Under general supervision, assists with planning, organizing and implementation of recreational activities and or programs for youth, adults and seniors at neighborhood playground or facility. This position may be required to work weekdays, weekends, nights, and holidays as needed and as assigned.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: Plan recreation activities and programs to interest children, youth, adults and seniors at assigned recreational facility; monitor and supervise children, youth, adults and seniors participating in assigned program or activity such as games, sports, music, dance, arts and crafts; report incidents and injuries; may assist with excursions and food lunch program for and with seniors as assigned; may organize, coach and officiate games, sports or other program activity; may assist children with homework; may assist with computer lab sign-in; open, close, lock and secure park facilities, including restrooms; assist in City-wide events and reservations as assigned; may assist at the front desk of a recreational facility answering the phone, registering and checking participants in and out of programs, and providing information; ensure that park rules and regulations are followed and that equipment is used in a safe manner; monitor and observe the condition of park or community center and report incidents of vandalism, graffiti and suspicious activity to the supervisor or appropriate law enforcement agency; administer first aid to minor injuries; perform periodic equipment inventory; store, secure and maintain equipment; may clean up playground and activity room areas; and perform other duties as assigned.

SELECTION PROCEDURE

Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application to the City of Lawndale’s Administrative Services/Human Resources Department. All application materials will be screened and only the most qualified applicants will be invited to for an interview. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.
ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single-family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Human Resources Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. Incomplete, late or illegible applications will be disqualified and will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

PART TIME BENEFITS

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT** – Benefits for Part-Time employees are provided by Nationwide Retirement Solutions; Employee paid 7.5% per pay period. Each part-time employee becomes a member upon hire.
- **BENEFITS** – Upon completion of 1000 hours in a given fiscal year, the City contributes $175 per month towards health benefits for part-time employees.
- **CREDIT UNION** – Members have access to loans and low interest rates; and good savings programs.
- **OPERATING HOURS** – City Hall is open Monday through Thursday from 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.