

CITY OF LAWNSDALE
PART-TIME EMPLOYMENT OPPORTUNITY

14717 Burin Avenue, Lawndale, CA 90260 • (310) 973-3200

**Please read this flyer thoroughly prior to completing an
employment application.**

RECREATION LEADER I (SEASONAL)

SALARY: \$11.14 per hour

OPENING DATE: Wednesday, February 21, 2018

CLOSING DATE: Thursday, April 12, 2018

ABOUT THIS POSITION:

Under general supervision, assists with the planning, organizing and implementation of recreational activities and/or programs for youth, adults and seniors at a neighborhood playground or facility. *The City is currently recruiting for temporary part-time positions to fill our Summer 2018 Recreation Programs.* This position may be required to work weekdays, weekends, nights, and holidays as needed and as assigned.

EXAMPLE OF DUTIES: 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 related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Equivalent to graduation from high school. Six (6) months to one (1) year experience working with children, youth and seniors in a recreation setting similar to that of the City of Lawndale.

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 activities.

Ability to: 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; intermittently analyze and maintain records, reports and forms; identify and report vandalism and other suspicious activity; identify and act to resolve unsafe conditions; problem solve conflicts and disputes among children. Work outdoors and indoors in usually loud environment; regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds; frequently use hands, fingers, and arms; walk, sit and/or stand; maybe required to climb, stoop or run.

Licenses: Certification in CPR and First Aid required upon hire.

SELECTION PROCEDURE:

Applications are being accepted immediately until Monday, April 12, 2018. To apply, please complete and submit an official City Employment Application. Resumes are accepted but NOT in lieu of an official application. All official City applications and resumes will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to attend an oral board interview. Candidates who require special accommodations due to a disability are encouraged to request accommodations prior to the interview date. Prior to starting employment with the City of Lawndale, candidates will be required to pass a physical examination (including drug and alcohol testing) and a complete background investigation (including fingerprinting). The City of Lawndale will also require documentation of the legal right to work in the United States as required by IRCA upon hire. Applications can be obtained from the City website at www.lawndalecity.org or by contacting City Hall at (310) 973-3200. EOE.

City of Lawndale
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Lawndale, CA 90260

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY

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 31,000.

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

Original City applications must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260. Resumes will not be accepted in lieu of a City application. Faxed applications will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

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.

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 Personnel Department prior to the final filing date should you require special accommodations in the testing process.

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. This program is in lieu of Social Security.
- **LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.
- **CREDIT UNION** – Members have access to loans and low interest rates; and good savings programs. The provisions of this job flyer do not constitute an expressed or implied contract and any provisions contained herein may be modified or revoked without notice.