



# RANCHO PALOS VERDES

## **RECREATION LEADER** (PART-TIME, YEAR-ROUND POSITION)

The Rancho Palos Verdes Recreation and Parks Department is seeking qualified and customer service focused individuals for the position of Recreation Leader. Applicants hired for this part-time position will oversee daily operations at a wide variety of park sites, including Hesse Park and the Point Vicente Interpretive Center. There will also be opportunities to assist at special community events and with the REACH program, a dynamic recreation program for teens and adults with developmental disabilities. Evening and weekend availability is desirable.

Possession of a Class C California Driver's License is necessary, and a Class B License is a plus. Must be 18 years of age or older and must obtain a CPR and First Aid Certificate within 30-days of employment. Starting pay rate is \$9.67 hourly.

Please visit [www.palosverdes.com/rpv](http://www.palosverdes.com/rpv) to obtain a City Employment Application Form. Complete the Form and mail it to: Human Resources, 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275-5391

### **DEFINITION**

Serves as a park facility attendant at Hesse Park, Ryan Park, Ladera Linda Community Center, Point Vicente Interpretative Center, or Abalone Cove Shoreline Park. May assist with REACH, a dynamic recreation program for teens and adults with developmental disabilities. May provide coverage at City Hall general reception desk. Individuals also perform a variety of support duties for the Recreation Department. Requires an individual to work approximately 20-30 hours per week, including some days and evenings during the week, weekends and holidays.

**STATUS** Part-Time Classified

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision of the Recreation Program Supervisor.

### **EXAMPLES OF DUTIES**

Conduct park ground inspections, administer equipment check out; prepare various reports pertinent to sales, rentals, accidents, safety and department policy; assist with the City's REACH program during group activities, craft projects, and field trips; provide public

information on park facilities; set up multi-purpose rooms (tables, chairs, etc.) for special events, City meetings, rentals, classes and as needed; respond to public inquiries over the phone and in-person.

Perform other related duties as required.

### **QUALIFICATIONS**

Knowledge of: Modern office practices; principles of public relations and excellent customer service; some familiarity with the City's recreation programs, objectives and policies is highly preferred, but not required.

Ability to: Maintain and complete various records; maintain order and control of variable size groups of people; use sound judgement; understand and follow oral and written instructions; deal effectively and courteously with other employees and the public.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would provide the required knowledge's and abilities is qualifying. A typical way to obtain the knowledge's and abilities would be:

Experience: Some customer service experience is highly preferred, but not required.

Education: Equivalent to graduation from high school.

Licenses, Certificates and Registrations: Possess a valid Class C California Driver's License, a Class B California driver's license is a plus, but not required. Must be 18 years of age or older and must obtain a CPR and First Aid Certificate within 30-days of employment.