



City of Alhambra  
Employment Opportunities

# RECREATION LEADER II

## YEAR-AROUND / OPEN / PART-TIME

### APPLICATION FILING PERIOD

**February 1, 2010 to March 5, 2010 @ 4:30 p.m.**

No facsimiles or postmarks accepted. Applications are available at Alhambra City Hall- 111 S. First Street - Alhambra, CA. - 91801, or by calling the 24 HOUR JOBLINE at (626) 570-3295.

### SALARY RANGE/BENEFITS

**\$9.77 - \$11.86 PER HOUR**

This position does not receive benefits.

### POSITION

Under supervision, the Recreation Leader II will assist in the planning, promoting, and implementing of a variety of City-wide special events, and recreation and community services programs.

**Must Be Minimum Of 18 Years Of Age At Time Of Application. This position requires the ability to work a variety of hours, depending on assignment, including nights, weekends, and holidays, and must be able to exercise good judgment, courtesy & tact with staff and public, must be flexible, detail oriented, organized, work well with minimal supervision, work effectively, both independently and in groups, willingness to assume personal responsibility for maintaining a safe environment, adapt well to a variety of situations, self-starter, present a clean, neat appearance appropriate to public contact, able to make independent and responsible decisions for him/herself, and provide reliable transportation and proof of insurance.**

**Possession of a valid Class 'C' California Driver's License is required when driving any vehicle.**

**The position of Recreation Leader II involves participation in activities that require the ability to perform strenuous labor/activity including, but not limited to, facility management and sports events.**

### DUTIES

Duties may include, but are not limited to, the following, facility and equipment setup and take down, distribution of promotional materials, assist program coordinators with planning and implementing a variety of programs, facility maintenance, and other duties as assigned.

### QUALIFICATION GUIDELINES

**EDUCATION/EXPERIENCE:** One (1) year as a Recreation Leader or experience as an Assistant/Night manager in retail/restaurant environment. Completion of education sufficient to assure the ability to read and write at the level required for successful job performance.

### KNOWLEDGE, SKILLS, AND ABILITIES:

**Knowledge of:** leadership principles in a variety of sports, games, and crafts, and activities for all ages.

**Ability to:** effectively interact with the public and City staff; maintain enthusiasm and a willingness to learn; and perform duties involving walking, bending, kneeling, lifting and climbing; and work outdoors.

### SELECTION PROCESS

**Applicants must submit a completed original City of Alhambra Employment Application form prior to the final filing date.** Applications will be screened for qualifications and appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process will include the following:

Oral Interview                      100%

**Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.**

### ACCOMMODATION

Applicants with legal disabilities who require special testing arrangements *must* contact the Personnel Department at *least five (5) days prior to the examination date.*

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