City of Alhambra
Employment Opportunities

RECREATION LEADER I

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

$8.98- $9.70 PER HOUR
This position does not receive benefits.

POSITION

Under supervision, the Recreation Leader I 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 16 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 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 I 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: No experience necessary; education at a level that provides the ability to read written instructions.

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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