CITY OF HAWTHORNE
Human Resources Division
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.com
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

RECREATION LEADER II

AT-WILL (HOURLY/PART-TIME)

SALARY: **$11.25 per hour**

FINAL FILING DATE: **OPEN UNTIL FILLED**
(No faxes, postmarks, or emails accepted)

THE POSITION

RECREATION LEADER II : This is a part-time, hourly position and works under the direction of the Assistant Recreation Supervisor. Duties include, but are not limited, to working and communicating effectively with seniors, the general public and other staff members; planning, organizing and assisting with senior citizen programs; performing specific duties related to the usage of the Senior Center; promoting a positive, friendly and energetic attitude, following both oral and written instructions; and does related work as required. *This position will require working mornings, afternoons, and certain holidays.*

MINIMUM QUALIFICATIONS

RECREATION LEADER II : Must be at least 17 years of age by date of appointment.

APPLICANT INFORMATION

Application materials can be found online at www.cityofhawthorne.com or you can pick up in person at the City of Hawthorne Human Resources Division, 4455 W. 126th Street; or at the Memorial Center, located at 3901 West El Segundo Blvd., Hawthorne CA 90250 on M-Th from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m**. The completed application must be accompanied with proof of certifications and other relevant documents and returned to the Hawthorne Memorial Center.** *Please note that resumes will not be accepted in lieu of the required City application. Applications that do not clearly demonstrate that the candidate meets the requirements of the position may be rejected. Incomplete and/or illegible applications may be rejected. Due to the large volume of applications we typically receive, only the most qualified applicants will be invited to participate in the interview process.*

TESTING

Oral interview (100%). As a condition of employment, candidates must pass a fingerprint check and provide proof of successfully passing a screening exam for tuberculosis.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITTUE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISION CONTAINED HEREIN MAY BE MODIFIED OR REOVKED WITHOUT NOTICE.

RECRUITMENT PROCESS

Application Procedure: ***A City application, and if applicable, any supplemental materials*** are required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Division prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.