RECREATION LEADER III

(Non Classified)

Hourly Seasonal Position

20-30 hours per week

$13.19 per hour

The Position: This is a seasonal, hourly position and works under the direction of the Leader IV and the Recreation Supervisor. Duties include, but not limited to, working and communicating effectively with children, the general public and other staff members; assisting the Recreation Specialist with recreation programming; promoting a positive, friendly and energetic attitude; following both oral and written instructions and training Recreation Leaders; and planning, organizing and implementing recreation programs at a designated site or facility. May be required to work holidays and weekends, and perform related work as necessary.

Filing Date: **OPEN UNTIL FILLED**. For application materials, please call (310) 349-2950, or you can pick up in person at City of Hawthorne Human Resources Department, 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.. Resumes will not be accepted in lieu of required City application. *POSTMARKS AND FACSIMILES OF CITY APPLICATION FORM WILL NOT BE ACCEPTED. 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.*

Minimum Requirements: Be at least 18 years of age at time of appointment, and have a minimum of two (2) years part-time; or one (1) year full time recreation program experience in a local municipality.

Testing: Oral Interview (100%).
As a condition of employment, candidates must successfully pass a City paid medical/drug screening exam, tuberculosis test and fingerprint check.

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SPECIAL NOTES:

1. Disabled applicants requiring special testing arrangements should contact the Human Resources Department prior to the final filing date.
2. 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.
3. Proof of valid California Driver's License shall be required if the operation of a motor vehicle is required in carrying out the duties of the position.
4. To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing of 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, physical or mental disability, medical condition or military service. Women, minorities and disabled individuals are encouraged to apply.

THE CITY OF HAWTHORNE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

The provisions of this bulletin do not constitute an expressed or implied contract or guarantee of employment. Any provision of this bulletin may be modified or revoked without notice.