



City of Laguna Niguel

Employment Opportunity

Recreation Leader (Part-Time)
Multiple Openings
\$11.99 - \$14.57 per hour

Sea Country Senior & Community Center

FILING DEADLINE:

Apply immediately, Open until filled

PRIMARY FUNCTION:

Sea Country Senior and Community Center staff members perform a variety of duties in support of the Parks and Recreation Department functions including answering telephones, greeting members of the public at the reception counter, providing information and referrals, setting up classrooms, overseeing activities and assisting with community and/or senior programs. These positions work a varied schedule of hours, which may include nights, early mornings, weekends and holidays, as the needs of the Center require.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

- Answer telephones; greet public and respond to inquiries; provide information regarding the Center, its programs and services available to seniors.
- Help with general office duties and registering patrons.
- Provide information and referral to the public regarding outside senior service agencies, as well as city departmental services.
- Process program and class registrations; sell tickets; and assist with special events.
- Receive payments for programs; process refunds and balances; and keep various records.
- Assist in developing and maintaining office forms and flyers.
- Prepare and distribute program publicity, including flyers, press releases and calendars.
- Supervise, evaluate and assign duties to Recreation Leaders, volunteers, and oversee facility during events/programs.
- Keep accurate and detailed records.
- Evaluate programs and make recommendations.
- Monitor facility use.
- Set up tables and chairs or take them down, as needed.
- Perform other duties as assigned.

EXPERIENCE AND TRAINING:

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

- Equivalent to completion of twelfth grade. Some college-level courses in recreation, gerontology, fitness/kinesiology or similar field desired.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, computer equipment and Microsoft software programs, including Microsoft Word, Excel, Publisher, and Outlook.
- Recreational, cultural and social activities for adults and/or seniors.
- Special events and senior programs and activities.
- Experience working with older adults in fitness and/or health related fields.
- Equivalent to completion of twelfth grade.
- Some college level coursework in recreation, gerontology, fitness/kinesiology or similar field desired.

Ability to:

- Answer multiple telephone lines quickly and efficiently and multi-task.
- Provide responsive assistance to members of the public.
- Speak and read the English language effectively.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Perform general clerical work, involving the use of independent judgment and initiative.
- Learn new computer software programs.
- Establish and maintain cooperative working relationships with fellow employees.
- Prepare for programs by doing research and/or by using existing skills.
- Make quick and appropriate decisions when unexpected situations occur. Solve problems when dealing with the public.
- Work a varied schedule of hours, which might include nights, weekends, and holidays.
- Learn how to use and demonstrate safe and appropriate use of exercise equipment.
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

LICENSES:

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of, or ability to obtain within 15 days of employment, First Aid and CPR certificates.

APPLICATION PROCEDURE:

Application forms may be obtained from the City of Laguna Niguel, 30111 Crown Valley Parkway, by calling (949) 362-4300, or by visiting the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application. Completed applications may be returned to City Hall or emailed to Hresources@cityoflagunaniguel.org or faxed to 949-362-4340. Based upon information presented on the application, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by mail of the results of the selection process.

EQUAL OPPORTUNITY EMPLOYER:

The City of Laguna Niguel recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

SPECIAL NOTICE:

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore, the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

NOTE: Satisfactory results from a background investigation, physical examination including a drug screen, and an administrative review are required.