



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

RECREATION LEADER I - COMMUNITY SERVICES

Part-time- hourly

PAY RATE:

| Step 1 | Step 2 | Step 3 | Step 4 |
|---------|---------|---------|---------|
| \$10.00 | \$10.50 | \$11.02 | \$11.57 |

- Will be increased January 1, 2017 due to minimum wage law.

HOURS:

Up to 28 hours per week depending on assignment-Monday through Sunday (Hours vary between 3:00 PM -10:00 PM weekdays, and 7:00 AM – 1:00 AM weekends)

MINIMUM QUALIFICATIONS:

Must be 18 years of age and possess a High School diploma or equivalent. Must have a valid California Driver’s License and a good driving record, be able to work flexible hours, weekends, holidays, and lift heavy objects. Also, have the ability to maintain good customer relations and effective working relationships with co-workers and supervisors.

DUTIES:

Recreation leaders are responsible for the following: Perform a wide variety of general maintenance and janitorial duties including interior and exterior maintenance of the Community Center, Pre-schools, rental facilities, scorekeeping youth and adult sports leagues, field maintenance, set-up/take-down of equipment for community classes, rentals, opening, closing and maintaining City facilities and parks, set-up of special events such as 4th of July, and Winter Wonderland. Maintain good customer relations with youth, adults, and seniors in the community; other duties as assigned.

SELECTION PROCESS:

Applicants whose qualifications most closely match the minimum qualifications will be invited to participate in the examination process, which will include the following:

| <u>EXAMINATION</u> | <u>WEIGHT</u> |
|-----------------------|---------------|
| Application Screening | Qualifying |
| Appraisal Interview | 100% |

Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to appointment applicants will be required to complete a drug screening. As part of the background check prior to employment, an employee must obtain at his/her own expense, a copy of his/her driving history from the State Department of Motor Vehicles (DMV). Only original copies of the employee's driving history will be accepted.

APPLICATION PROCEDURE:

A City of La Verne employment application form may be obtained from the Community Services Office or the Personnel Office in City Hall, 3660 "D" Street, La Verne, CA.

FILING DEADLINE: 12:00 NOON - Thursday, December 8, 2016

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

COMMUNITY SERVICES (909) 596-8700

Website: www.ci.la-verne.ca.us

Equal Opportunity Employer