EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 * (626) 579-2107 FAX
www.cityofsouthelmonte.org

EQUAL OPPORTUNITY EMPLOYER

PART-TIME (SEASONAL)
SUMMER RECREATION LEADER
$15.00 - $17.16 per hour
AT-WILL POSITION

POSITION SUMMARY: Under general supervision, the Summer Recreation Leader assists Senior Recreation Leaders in the supervision of summer camp participants, classes and/or sports activities at the Community Center or Mini Center; prepares facilities for special events; maintains discipline, cleanliness, and safety; and performs related recreation duties as required.

The City’s Recreation Division is partnering with the Valle Lindo School District to provide summer learning recovery services to students in the community. This unique collaboration will provide Summer Recreation Leaders the opportunity to assist teachers in providing summer learning support and enrichment services at a school site and receive first-hand experience for those who seek a career in child development or education.

QUALIFICATIONS: Must possess CPR/First Aid Certificate. Applicants should be at least 16 years of age or older. All candidates under the age of 18 years old must provide a work permit prior to working. One (1) year of experience in the field of recreation or related field, with good leadership and public relations skills is desirable. Ability to teach fitness, art, and sport classes is highly desirable. Applicants must provide verification of current enrollment in high school or must possess a high school diploma or G.E.D. equivalent. Possession of a valid California Driver’s License is desirable.

KNOWLEDGE AND ABILITIES: The successful candidate must have knowledge of organized recreation and sports programs. The candidate must also have the ability to communicate clearly and concisely with coworkers, as well as children and parents of diverse ethnic and cultural backgrounds; demonstrate proper procedures, skills, and techniques; learn and interpret official rules and procedures for organized sport activities; and identify potential hazards. Knowledge of basic safety procedures and first aid is desirable. The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

WORK ENVIRONMENT: Summer Recreation Leaders will work with children from ages 5 to 13 and are assigned to a summer campsite at the Community Center, Mini Center or Shively School. They work indoors and outdoors in a variety of weather conditions, attend excursions, stand for long periods of time and should have the ability to sit, walk up to 4-6 hours per day, stoop, squat frequently and lift up to 30lbs or more.
WORK SCHEDULE: The summer camp program is operated Monday - Friday from 7:30am to 6:30pm. The successful candidate must be willing to work a flexible schedule for the duration of the camp program (June 2022 thru August 2022) at approximately 20-25 hours per week. The successful candidate should also demonstrate standard business practices, i.e. respectful to others, arrive on time, responsible attendance, etc.

APPLCIATION DEADLINE: OPEN UNTIL FILLED

SELECTION PROCESS:
Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at https://www.cityofsouthelmonte.org/. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only or faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES
The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER
City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER
The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS
The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

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