PART-TIME ~ AT-WILL POSITION
RECREATION LEADER - SENIOR CENTER
$15.00 - $17.16 per hour (19 hours per week)
APPLICATION DEADLINE: May 19, 2022 by 5:30 p.m.

POSITION SUMMARY: Under general direction of the Senior Services Supervisor, the Recreation Leader assists the Senior Recreation Leaders and/or Senior Services Coordinator in the supervision of recreation programs, classes, prepares facilities for special events; maintains discipline, cleanliness, and safety, performs other related duties as required or assigned.

EXAMPLE OF DUTIES
Duties may include, but are not limited to, the following:
• Assists in conducting and monitoring recreational program activities including senior services, special event and other recreational activities
• Conducts tasks in accordance with rules, regulations, policies, and procedures
• Performs a variety of general administrative duties including but not limited to answering telephones and assisting customers
• Opens, secures and cleans program areas before and after program use; prepares program areas for scheduled activities and events; set-up and take-down of tables, chairs, and equipment
• Responds to patrons needs for assistance and information
• Assists as needed to clean restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals and
• Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:
• On a continuous basis, must have knowledge of basic safety procedures
• Ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language is highly desirable
• Analyze and identify problems, potential hazards and tasks; and
• Ability to communicate clearly and concisely, orally, and in writing with co-workers and people of diverse ethnic and cultural backgrounds.

EDUCATION/EXPERIENCE: Applicants must be at least 18 years of age or older and have a minimum of one (1) year of experience in the field of recreation or related field, with good leadership and public skills is desirable. Ability to teach fitness, art and sport classes is highly desirable.

REQUIRED LICENSES OR CERTIFICATIONS: Must obtain within 90 days of appointment certificates for First Aid and CPR. Must have a valid California Driver’s License.

PHYSICAL DEMANDS/WORK ENVIRONMENT: This position is assigned to the Senior Center. The incumbent may work indoors and outdoors in a variety of weather conditions, and stand for long periods, also should have ability to sit, walk up to 8 hours per day, stoop, squat frequently and lift up to 50lbs or more.
• **WORK SCHEDULE:** The ideal primary schedule is Monday - Friday, 8:00 a.m. - 5:00 p.m.; however, recreation programs are conducted during the day and evening hours, on weekends, and on holidays. The successful applicant must be willing to work a flexible schedule.

**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/. 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 ACCOMMODATIONS**
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.