



CITY OF MANHATTAN BEACH EMPLOYMENT OPPORTUNITY

Exam #2271

Posted: 9/16/04

RECREATION LEADER I (Community Center Attendant)

This job announcement is a re-bulletin to update salary information effective May 27, 2006

Filing Dates: Applications are accepted on a continuous basis. The filing period will remain open until the needs of the Department have been met.
Hourly Rates: \$8.69 - \$9.15 - \$9.63
Work Hours: Between 15-30 hours/week on average. Work schedule varies as needs require.
Exam: Oral Interview

Applications will be reviewed and a select group of candidates whose background and experience best meet the requirements will be invited to an oral interview. Facsimiles will not be accepted.

CITY APPLICATION REQUIRED. Applications may be obtained from the Human Resources Department, City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266 or from our website www.citymb.info. Phone: (310) 802-5258. Resumes may not be submitted in lieu of the City application.

FILING INSTRUCTIONS: Applications must be submitted to the Human Resources Department from 8:00 a.m. to 5:00 p.m., Monday through Friday at the Manhattan Beach City Hall located at 1400 Highland Avenue, Manhattan Beach, CA 90266. If you need special assistance in the job application process, contact the Human Resources Department at (310) 802-5258. TDD (310) 546-3501.

DEFINITION: Under general supervision, assist in conducting a variety of recreation activities at an assigned facility as part of a broad program of community recreation, park, and leisure services and perform related work as required.

POSITION INFORMATION: Community Center Attendant is a customer service position that assists the Department in the community centers with set-up for group activities and park inspections throughout the City.

VACANCY INFORMATION: These positions may be assigned to work out of various locations, depending upon the needs of the Department. Location assignments may include the Joslyn Center, Manhattan Heights Community Center, or other City facilities, parks and/or fields.

ESSENTIAL JOB FUNCTIONS: The listed tasks are essential for this job and may include, but are not limited to the following: Assist in implementing a broad recreation program and related activities; prepare and maintain accurate written reports and records; assist with furniture arrangements and set-ups; assist with the care and maintenance of department equipment and supplies; schedule and monitor equipment use; act as cashier/locker room facilities attendant; assist in facility, field, and park maintenance including clean-up and janitorial services; display courteous and professional behavior toward the public and staff; and observe all safety and City rules and regulations. May be required to work shifts, weekends, and holidays.

QUALIFICATIONS:

Training and Experience: Must have sufficient education to read and write English at the level required for successful job performance. Some direct experience in leadership, volunteer work, or recreation activities is highly desirable.

Age: Must be at least 18 years of age.

License: Some positions in this class require possession of a valid California Class "C" Driver's License in order to carry out essential job functions.

Knowledge, Skills, and Abilities: Some positions in this class require knowledge in recreation activities and programs; skill in operating specific department tools and equipment. Effective communication skills, both orally and in writing; ability to follow oral and written instructions; and work effectively with others is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS: While performing the duties of this job, the employee may frequently operate tools, and controls; may occasionally sit, stand, walk, run, climb, balance and kneel; frequently work outdoors and be exposed to variable weather conditions; frequently drive to various parks and recreation facilities throughout the City.

The City of Manhattan Beach does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age or recognized disability. Note: A drug test will be administered as part of the pre-employment medical exam.