



# CITY OF MANHATTAN BEACH

## EMPLOYMENT OPPORTUNITY

Exam No. 07-038

OPEN

### SENIOR RECREATION LEADER (PART-TIME) TEEN CENTER

**FILING DATE:** Applications will be accepted beginning, Monday, March 10, 2008. The filing period will remain open until needs of the Department have been met.

**HOURLY RATE:** \$14.10 - \$14.80 - \$15.54 **HOURS:** Up to 35 hours/week

**POSITION INFORMATION:** The Parks & Recreation is seeking a part-time Senior Recreation Leader to plan, budget, coordinate, implement and evaluate all activities for the Teen Center Program. This includes the nine (9) month School Year Program, 9-week Summer Program, 2-week Winter Program, and 1-week Spring Program. This position is responsible for scheduling, supervising, and evaluating Teen Center staff. This position is not eligible for medical benefits, vacation or sick time.

**CITY APPLICATION REQUIRED.** Applications may be obtained from the Human Resources Department, City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266. Phone (310) 802-5258 or [www.citymb.info](http://www.citymb.info). Applications will be received by the Human Resources Department from 8:00 a.m. to 5:00 p.m., Monday through Friday. Facsimiles will not be accepted. Resumes cannot be accepted in lieu of a City application. If you need special assistance in the job application process contact the Human Resources Assistant at (310) 802-5258. TDD (310) 546-3501.

**ESSENTIAL JOB FUNCTIONS:** The listed tasks are essential for this job and may include, but are not limited to the following: Plan, organize, implement, market, and evaluate a variety of recreation and cultural activities and/or classes; prepare oral and written reports; monitor and maintain accurate schedules; assist with the development and implementation of Parks and Recreation Department policies; develop and monitor recreation activities budget; on site monitoring and inspection of scheduled facility reservations and/or classes at City community centers, parks, play areas, tennis courts, athletic fields and other recreation facilities; report and recommend facility and park maintenance issues; recruit, train, supervise and evaluate assigned staff; supervise and monitor program registration and reservation services; schedule assigned staff and programs; attend department training and staff meetings; order supplies and materials for program activities; monitor and maintain a clean and safe work environment; display courteous and professional behavior toward the public and staff; and observe all City rules and regulations. May be required to work shifts, weekends, and holidays.

**QUALIFICATIONS:** Training and Experience- Must have the equivalent to an Associate degree in recreation and leisure services, human services, or a related field and two years experience in planning, organizing, and conducting recreation programs, including supervising, budgeting, report writing, marketing, and training-OR- four years of relevant experience including two years in a supervisory role may be substituted for the Associate degree.

License: Must possess a valid California driver's license at the time of employment.

Knowledge, Skills and Abilities: Requires knowledge in the principles and practices, and requirements to implement broad recreation and cultural activities; skill instruction and training; operating specific department tools and equipment; and effective communication skills, both oral and written. Must have the ability to plan, organize, and implement recreation events; supervise assigned staff; prepare oral and written reports; lift and/or move up to 25 pounds; and work effectively with others. Proficiency in the use of personal computer software(Windows) is desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** While performing the duties of this job, the employee may frequently operate tools, controls, and equipment; sit, stand, walk, run; and occasionally climb, balance, and kneel. Will frequently work outdoors and may be exposed to variable weather conditions.

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 examination.