RECREATION LEADER II (PARKS & RECREATION / SPORTS CENTER)
(PART-TIME NON-CLASSIFIED)
(OPEN-COMPETITIVE)

SALARY: $14.25 per hour

Opens: Thursday, March 12, 2020
Closes: Open Until Sufficient Amount of Applications Received (No faxes, postmarks, or emails accepted)

THE POSITION

This is a part-time, hourly paid position and works under the direction of the Recreation Leader III and/or the Recreation Supervisor. Duties include, but are not limited to, supervising others as assigned in the planning and implementation of arts and crafts, sports, games, and other child friendly activities. An incumbent works directly with children and is expected to work effectively with children, the public, other City staff members in the performance of assigned duties. An incumbent must be able to understand and follow both oral and written direction and work effectively and productively in assisting to lead and promote the efforts of the Recreation Department in a positive, friendly, and energetic manner. The position may perform other related duties as assigned. THIS POSITION MAY REQUIRE MORNING, EVENING, NIGHT AND HOLIDAY WORK.

QUALIFICATIONS:

Be at least 18 years of age by date of appointment.

TESTING PROCESS

The required application materials may be obtained at www.cityofhawthorne.org or at the City of Hawthorne Human Resources Department located at 4455 W. 126th Street. Office hours are Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m.

Note: A resume will not be accepted in lieu of the completed required City application form.

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate’s preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.
Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which will consist of an oral appraisal examination (weighted 100%) to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, an extensive background check is conducted which includes prior drug use history, driving record, employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination will be conducted upon issuance of a conditional offer of employment.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

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