



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)

# EMPLOYMENT OPPORTUNITY

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## RECREATION LEADER II – SENIOR CENTER (PART-TIME NON-CLASSIFIED) (OPEN-COMPETITIVE)

**SALARY:** \$13.25 per hour

**Opens:** Monday, February 10, 2020

**Closes:** Open Until Sufficient Amount of Applications Received

### THE POSITION

This is a part-time, hourly position and works under the direction of the Assistant Recreation Supervisor. Duties include, but are not limited to, working and communicating effectively with seniors, the general public and other staff members; planning, organizing and assisting with senior citizen programs; performing specific duties related to the usage of the Senior Center; promoting a positive, friendly and energetic attitude, following both oral and written instructions; and does related work as required. **THIS POSITION MAY REQUIRE MORNING, EVENING AND NIGHT WORK.**

### ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by individual(s) appointed to this classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Working and communicating effectively with senior citizens, the general public, and other staff members;
- Supervising and planning the implementation of arts and crafts, sports, games and other senior citizen friendly activities;
- Organizing and implementing recreation programs at a designated site or facility;
- Assisting the Recreation Specialist with recreation programming;
- Training lower level Recreation Leaders;
- Promoting and developing the activities and services of the Recreation department; and
- Performs other duties as necessary and required.

### QUALIFICATIONS

Must be at least 18 years of age by date of appointment.

**Certification/License:** A valid California driver's license is required.

**Physical Tasks & Environmental Conditions:** While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate. May be required to work mornings, evenings and/or nights.

## **TESTING PROCESS**

The required application materials may be obtained at [www.cityofhawthorne.org](http://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.

**COMPLETED APPLICATIONS MAY BE SUBMITTED IN PERSON, VIA E-MAIL AT HR @CITYOFHAWTHORNE.ORG OR BY FAX AT 310-978-9860.**

**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.

## **SELECTION PROCESS**

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).

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**