



An Equal Opportunity Employer

## RECREATION LEADER

Part-Time Position

**SALARY: \$15.00 - \$18.23 per hour**

The Recreation Leader may work up to an average of 29 hours per week, Monday – Sunday, at the Youth Center, Senior Center, sports programs or other recreation facility or programs. Hours will vary but candidate must be available to work most weekday afternoons, evenings, and weekends. This is an hourly position offering no supplemental employee benefits other than salary and sick leave accrual as per the Healthy Workplace/Healthy Families Act of 2014.

### ESSENTIAL JOB DUTIES

Under direction, the Recreation Leader assists with organizing and developing recreational, social, and educational activities in the programs. These activities may include assisting with youth, teen, and senior programs, community special events, sports activities, and general assignments at various recreation facilities. In addition, this position assists staff with various responsibilities; takes the initiative to promote, coordinate, supervise, and/or participate in all activities; ensures the safety and welfare of all participants; and performs related tasks as assigned.

### ORGANIZATIONAL RESPONSIBILITIES

This is a non-management position and reports to the Senior Recreation Specialist.

### QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Basic arithmetic computations; correct English usage, spelling, grammar, and punctuation; methods and techniques used in tutoring and working effectively with youth in Grades K-12; general understanding behavior management concepts; general needs and behavior patterns of youth; and knowledge of recreation principles and practices.

### Skills/Abilities:

Work well with youth, teen, adult and senior citizen populations in an energetic, positive, and courteous manner; establish and maintain a team approach with coworkers; demonstrate good communication and organizational skills; understand and carry out oral and written instructions; the ability to make sound decisions and communicate those decisions; and maintain effective relationships with all participants, volunteers, and staff.

### EDUCATION AND EXPERIENCE

Requires a high school diploma or G.E.D.; possession of First Aid/CPR certification prior to start of the program, or within 60 days of the program start date.

### PHYSICAL DEMANDS

Must be able to stand for extended periods of time; lead physical education activities that may include running, jumping, or throwing a ball. This position requires the physical ability to stoop, bend, twist and reach; to lift, carry and handle equipment, desks, and boxes without assistance; and to provide visual and auditory supervision of children. The ability to participate in activities with youth indoors or outdoors such as to walk, run, bend, pull, push carry, load/unload supplies, lift up or move up to 50 lbs. Must be able to assume postures to allow physical and visual contact with children and communicate, see and hear well enough to keep participants safe. Work requires supervising students and leading activities outdoors sometimes in damp, cold, and hot weather.

### SELECTION PROCESS

1. Completion of Montclair's **Employment Application** form and **Supplemental Questionnaire for Criminal Convictions** (Recreation and Learning Positions) is required.
2. Applications will be taken on a continuous basis, and candidates will be notified as openings occur.
3. Candidates possessing the highest qualifications will be invited to participate in a structured oral interview.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Director of Human Services.
5. The top candidates must pass a fingerprint, criminal background investigation, and a preemployment physical including a drug screening, prior to hiring.

### APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available on-line at [www.cityofmontclair.org](http://www.cityofmontclair.org). Completed and signed applications with required supplemental questionnaire must be submitted via email to [jobs@cityofmontclair.org](mailto:jobs@cityofmontclair.org), in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584. Applications will be taken on a continuous basis, and candidates will be notified as openings occur.

*Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.*

**THE CITY**

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

**PERSONNEL PROCEDURES**

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

**EMPLOYMENT RULES**

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense.

**NONDISCRIMINATION POLICY**

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

