



# CITY OF GARDENA

## CAREER EMPLOYMENT OPPORTUNITY

### RECREATION LEADER I & II

#### (OPEN/COMPETITIVE) PART-TIME

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$12.23	\$12.84	\$13.48	\$14.15	\$14.86	\$15.61
\$14.90	\$15.64	\$16.43	\$17.25	\$18.11	\$19.02

**Salary:** The salary range is based on a 6 step merit system with new employees hired at the first step. Progression to the second step is based upon available funding and successful completion of six (6) months and 500 hours of service and Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

**Vacation:** 4 hours per month if the total hours worked is equal to or exceeds sixty (60) hours for each pay period in the month.

**Sick Leave:** 24 hours Paid Sick Leave upon hire. Accrual of 4 hours per month if the total hours worked is equal to or exceeds sixty (60) hours for each pay period in the month.

**Retirement:** Employees working less than 30 hours per week will be enrolled in the Public Agency Retirement System (PARS) provided they have had no prior CalPERS membership. The employee contribution is 3.75% along with the City's contribution; no Social Security.

**Health Insurance:** Medical, prescription and dental coverage is offered at \$100.00 per month for employee ONLY if worked at least 130 hours every month.

**Credit Union:** Savings and loans services are available through the South Bay Credit Union.

THESE POSITIONS ARE OPEN ON A CONTINUOUS BASIS WITH APPOINTMENT DEPENDING UPON THE INDIVIDUAL'S EXPERIENCE AND QUALIFICATIONS FOR THE SPECIFIC PAY GRADE. INTERVIEWS CONDUCTED AS-NEEDED BASED ON THE NEEDS OF THE DEPARTMENT.

#### THE POSITION

Under general direction, performs responsible, semi-professional recreation work leading and directing a wide variety of organized recreational activities and programs including the supervision of recreation facilities

#### ESSENTIAL DUTIES

- Assists in organizing groups and stimulating interest of children and adults in various types of recreational activities at playgrounds and community centers;
- Maintains reasonable discipline among participants;
- Leads and participates in games and various other recreational activities;
- Assists in preparation of special events such as sports competitions, parades, pet show and various tournaments;
- Issues, collects, cleans and repairs equipment;
- Enforces rules and regulations on City parks;
- Does light record keeping, program proposals and reports, and receives payments for registrations;
- Must be able to effectively interact and communicate with the public;
- Does related work as required.

#### EDUCATION AND EXPERIENCE

High school graduate; enrollment in a college or university, preferably in Recreation, Physical Education or related fields, highly desirable. **To be eligible for Recreation Leader II, you must have one (1) year of part-time recreation experience and qualify by passing an Oral Interview.**

#### LICENSE

Must have a valid California Driver's License, Class C, at time of appointment. A standard First Aid Certificate is highly desirable.

### **The Gardena Community:**

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

### **Immigration Reform & Control Act of 1986:**

In compliance, all new employees are required to provide documentation verifying identity and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

### **ORGANIZATIONAL RESPONSIBILITIES**

Positions in this class work part-time under the supervision of Recreation Leader III or full-time professional personnel. Pay Grade I is the entry-level position. Qualifications to be eligible for Pay Grade II are one year of part-time experience and qualification through an Oral Interview. The Recreation Leader II is differentiated from the Recreation Leader I by experience and the ability to more effectively work independently. Both positions are highly oriented towards leading and directing participants in organized games and activities.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is performed mainly on a continuous basis and required sitting at a desk for long periods of time; standing and walking when helping citizens and observing and participating in assigned activities; bending to do file searches; twisting to reach equipment surrounding desk; performing simple and power-grasping and fine manipulation; using telephone and writing or using a keyboard to communicate through written means; lifting or carrying weight of 25 pounds or less,. Incumbents may have the ability to travel to different sites and locations.

### **FILING, SELECTION & TESTING PROCESS**

To apply, submit an original City of Gardena Employment Application to the Human Resources Office; address listed below. **Applications submitted to any other office will be rejected unless otherwise directed. Applications should also include copies of all relevant certifications.** Incomplete or illegible applications will be rejected. No copies, FAX or email copies. **We do not make copies of applications, DMV printouts or certifications.** Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

#### **SUBMIT APPLICATIONS TO:**

**CITY OF GARDENA HUMAN RESOURCES OFFICE**

**1700 W. 162ND STREET, GARDENA, CA 90247**

**Human Resources Office: (310) 217-9688**

[www.cityofgardena.org](http://www.cityofgardena.org)

**Job Hotline: (310) 217-9515**



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