



CITY OF EL MONTE
COMMUNITY SERVICES DEPARTMENT
“Creating Community through People, Parks and Programs”

RECREATION LEADER

Part-time (Monday-Friday 3:00-5:00 p.m.)

Open/Promotional

Open (Open to the Public)

Promotional (City of El Monte Employees May Apply)

SALARY: The hourly salary range is from \$9.02 - \$10.06 per hour.

POSITION: This position requires the individual to be 18 years of age or older; possess current Red Cross First Aid and C.P.R. certificate (training is available); obtain a valid driver's license; and requires the individual to respond to emergency situations using good judgment. Individual must be available to work a varied work schedule.

JOB DESCRIPTION: Under the direction of the Park Director, the individual is responsible for the supervision of daily park programs and trips, organization and management of special events, ensure participants safety, maintain recreation equipment and supplies, responsible for the supervision of park during public hours and maintenance of facilities. Coach various 3rd and 4th grade Pee Wee Sports Programs and lead various games and after-school classes. The individual must demonstrate excellent communication and customer service skills.

ESSENTIAL DUTIES:



1. Maintain high visibility of park and secure facilities.
2. Supervise groups utilizing building.
3. Communicate with the community and evaluate recreational needs.
4. Recruit and coach Pee Wee Sports teams as needed. Responsible for the children and their behavior while traveling to and from games and for equipment issued.
5. Assist with park activity calendars and supply lists.
6. Respond to emergency situations that may arise at the park.
7. Possess good communication and writing skills.
8. Create and coordinate after-school programs.
9. Plan and organize daily recreation activities, gather supplies, paperwork and craft materials as needed.
10. Promote park programs through banners, fliers, etc.
11. Clean office and building daily (includes emptying trashcans, etc).
12. Maintain pertinent park records and check out log.
13. Answer office phones and be knowledgeable of park and department activities.
14. Check restrooms regularly and clean them as needed. Complete restroom check log.
15. Complete park rounds and fill out daily report.
16. Keep office bulletin boards updated.
17. Handle snack bar and related duties.
18. Responsible for graffiti removal on park.
19. Complete daily park evaluations, attendance records and monthly inventory.
20. Inform supervisors of all incidents that occur while on duty (i.e. accidents, emergencies, gang activity, etc.).



A City application and Supplemental Questionnaire must be submitted to the City of El Monte, Human Resources Office, 11333 Valley Boulevard, El Monte 91731. Applications and Questionnaires may be downloaded from the City website: www.ElMonteCA.gov. Applications will be accepted until position is filled.