



## Recreation Leader I

**\$2,466—\$3,151/monthly, plus excellent benefits!**

**Join our team of creative, high-energy individuals** who are committed to providing the highest level of service to the West Hollywood community. Bring your positive attitude and enthusiasm to the City's award winning recreation programs. As a Recreation Leader I, you will have the opportunity to plan, organize and oversee activities in various programs such as: Tiny Tots, the Teen Center, Day Camp and more! In addition, you will assist with our high profile City-wide events including the Halloween Carnival.

**Some key responsibilities may include:** providing stellar customer service to park patrons; answering phones; coordinating rental of facilities; monitoring the parks, facilities and patrons; enforcing rules and regulations and assisting with the set-up and clean-up of events.

**Requirements:** High school diploma or GED; one year of course work from college or technical school (desirable) and one to two years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **Please note:**

- *Candidates 18 years of age or older **must** complete a CPR Code 5164 Background Questionnaire prior to hire.*
- *Candidates selected for hire will be required to successfully complete a City-paid physical and background check.*
- *Work hours for this position may include evenings, weekends, holidays and/or on-call status.*



**Applications are due October 20, 2014 by 5:00 pm.**

**Applicants must submit a City job application with the Human Resources Division by the filing deadline.** To apply and view additional job information please visit [www.weho.org/services/employment](http://www.weho.org/services/employment) . If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069.

**If you have questions or need special accommodations with the recruitment process, please contact Seantea Burroughs at (323) 848-6365 or [sburroughs@weho.org](mailto:sburroughs@weho.org)**

