

WEST HOLLYWOOD The Creative City



Temporary Recreation Leader I

(20—40 hrs. per week)

\$14.23 - \$18.18 / hr.

5 positions

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 Temporary 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.
- Candidates **must** be able to work various shifts including weekends, evenings, holidays and/or on-call status.



Applications are due January 30, 2015 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. 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. Postmarks will not be accepted. AA/EOE

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

