

TEMPORARY RECREATION LEADER I

Part-Time 20 - 40 Hrs. Per Week

Hourly Range: \$15.75—\$20.13

THE POSITION

Performs a variety of recreation functions, including: planning, organizing and overseeing recreation programs; providing customer service and information to the public and program participants; coordinating facility rentals; and completing various administrative tasks.



REQUIREMENTS

- **Must be able to work a flexible schedule including opening and closing shifts, weekends and holidays.**
- One year of coursework from college or technical school desired; and/or one to two years of progressively responsible related experience.
- High school diploma or GED (Required).
- CPR/First Aid Certification (Preferred).
- Qualified candidates must pass a City- paid physical and background check prior to start date.
- Candidates 18 years of age or older **must** complete a CPR Code 5164 Background Questionnaire

Interviews will be held on May 5, 2016 (Mandatory New Hire Orientation June 7-9)

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

