

RECREATION LEADER I

1 F/T Position Available

\$2,815 — \$3,596 monthly, plus excellent benefits!

THE POSITION

Performs a variety of recreation functions, including: planning, organizing and overseeing recreation and educational 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 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

Application Deadline: August 31, 2016 at 5:00 p.m.

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 Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org

