

Temporary Recreation Leader I

Summer Day Camp (Part-Time / 20-40 hrs. per week)

\$16.58 - \$21.19 hourly

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. This position will be assigned in one of the summer programs such as Day Camp, Youth programs, special events.

REQUIREMENTS

- **Must be available for entire duration of Summer Camp Program: Monday through Friday (June 11th — August 10th)**
- **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

Important Dates:

Interviews are scheduled on: *May 10, 2018 (5:30pm—9:00pm)*
Mandatory New Hire Orientation Dates: *May 21—May 25, 2018*
Mandatory Summer Camp Training: *June 2, 2018*
Recreation Summer Staff Training: *June 6— June 7, 2018*

Deadline to submit applications: April 20, 2018 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questions 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 may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.