
CITY OF WEST HOLLYWOOD

RECREATION LEADER II

Recreation Services Division

\$3,858 – \$4,930 monthly with benefits

The City of West Hollywood offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community. Located in the center of one of the world's greatest concentrations of creative arts and entertainment districts, West Hollywood has 36,237 citizens, is 1.9 square miles large, and is an exciting and dynamic City with issues and policies on the cutting edge of municipal government in California and the nation.



THE OPPORTUNITY

The City's Recreation Services Division provides an array of services for the West Hollywood community and oversees a variety of recreation programs for youth, adults and senior citizens. The Recreation Team will be expanding its services and program lineup as the city's largest park, West Hollywood Park, is currently undergoing construction and improvements to create more open space and build a new 21st century park facility which will include a four-level, 75,000 square foot Aquatic and Recreation Center. The Recreation Leader II will work in a dynamic, team-driven environment and oversee the logistics of planning and organizing the division's various recreation programs, educational programs and special events. In the absence of the Recreation Supervisor and/or Recreation Coordinator, this position will serve as lead staff in monitoring the day-to-day site/facility operations which include incident reporting, facility rental reservation approvals, assigning and directing work, and addressing patron concerns and issues. Additionally, the Recreation Leader II will plan and organize programs and activities, lead summer staff and support the direct supervisor in various administrative and technical functions.

IDEAL CANDIDATE

The ideal candidate is **passionate about recreation** and is **motivated** and **self-directed** with **strong interpersonal** and **customer service skills**. A demonstrated track record of **direct, hands-on experience overseeing recreation programs, educational programs and/or special events, including program planning, budgeting and execution is essential for success in this position**. Applicants with **direct recreation management software experience** such as **ACTIVE Net** and **Class** is preferred. **Marketing and social media experience to promote programs** is highly desirable.



MINIMUM QUALIFICATIONS REQUIRED

Associate's degree or equivalent from a two-year college or technical school; **AND two (2) to three (3) 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.

Deadline to submit application material: March 29, 2019 at 5:00pm

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: Duane Cobb at (323) 848-6491 or dcobb@weho.org.

