

Temporary Recreation Leader I — Summer 2020

Recreation Services Division
(Part-Time / Approx. 20 hrs. per week)

\$17.67 - \$22.57 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.

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 pre-hires must pass a City-paid physical and background check prior to start date.
- Qualified pre-hires 18 years of age or older **must** complete a CPR Code 5164 Background Questionnaire.



Important Dates:

Job Application Deadline: Monday, April 6, 2020 at 5pm Pacific Time

Interviews: Tuesday, April 21, 2020 at 5pm

Mandatory New Hire Orientation: Monday-Thursday, June 1-4, 2020 (1 day only, 4-6 hours needed)

Recreation Summer Staff Training (highly preferred): Tuesday-Wednesday, June 9-10, 2020

Deadline to submit applications: Monday April 6, 2020 at 5:00 p.m. PST

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 <https://www.weho.org/community/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.