



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

RECREATION LEADER POSITIONS

Positions available in the following units:

**Therapeutic Recreation Unit (serving individuals with disabilities - Old Meadows Center),
Borchard, Conejo, Dos Vientos and Thousand Oaks Community Centers**

Part-Time (variable hours up to 28 hours per week)

Hourly Rate: \$13.95 - \$19.28 (based on combination of education and recreation experience)

Apply Now- Open Until Filled

Apply online: <https://www.calopps.org/conejo-recreation-and-park-district/job-19904939>

Summary

Under general supervision, conduct and participate in recreational program activities according to established programs, schedules, and standards, in accordance with District policies and procedures.

Essential Duties and Responsibilities

- Develops, conducts and participates in various athletic, craft, social, cultural and instructional activities of a community center or District program.
- Modifies and adapts activities specific to specialized programs or populations.
- Develops interest, enthusiasm, and fair play among participants.
- Teaches classes and leads group activities.
- Directs and supervises the use and care of equipment, materials, and facilities.
- Prepares facilities for group activities.
- Issues and collects recreation equipment and supplies.
- Supervises dances, special events, field trips and other group activities.
- Ensures safety of environment and equipment for participants.

Other Duties and Responsibilities

- Referees and umpires organized games and sports activities as Unit requires.
- Coordinates and participates in recreational program promotional activities and presentations to groups.
- Applies behavior modification and social modeling techniques as appropriate in specialized programs.
- May assist with transportation in specialized programs.
- Perform other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Education/Experience: Completion of 30 units is desirable with five hundred (500) to one thousand (1,000) hours of group recreational activity leadership experience; or an equivalent combination of education and experience which has provided knowledge of principles and practices of public recreation and basic rules and regulations governing competitive group athletic games.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to effectively communicate to the general public in written and oral form, including teaching.

Math Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compile statistical information and track scores.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses: California Driver's License; First Aid and CPR certificates within 6 months of employment. **The Therapeutics program requires a Commercial Class C license (within 6 months of employment), and is subject to drug testing, including pre-employment.** All positions working with children under 18 require fingerprint clearance.

Recreation Leader continued . . .

Supervisory Responsibilities: This position has no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; and risk of electrical shock. Exposure to hazardous conditions may vary according to Unit assignment. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 25 pounds; frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. Physical demands may vary according to unit assignment.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Process

Apply online following the internal link provided by Human Resources to CalOpps (or contact HR for the link).

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. Fill out the application completely; blank spaces may cause rejection; do not refer to resume. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Applications should be submitted as soon as possible as the position will close either at 5:00 p.m. on the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- **Written Test/Practical Exercise:** A written test and a practical exercise may be used, in addition to the appraisal interview.
- **Appraisal Interview:** A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.