



City of Brisbane

Is currently accepting applications for the position of

Recreation Leader

(Part-time)

The City of Brisbane is currently accepting applications for Recreation Leaders. Under direct supervision, the Recreation Leader implements and facilitates well-rounded programs in youth after-school programs, pre-school program, day camps, sports leagues, and special events at designated recreation facilities; and maintains a safe and enjoyable environment for recreation program participants. This position involves face-to-face leadership and considerable contact with youth ages 5 to 12 years. A full job description is available at www.brisbaneca.org.

EXAMPLES OF DUTIES (Illustrative Only):

- Initiates and leads defined youth recreation and sports programs.
- Maintains discipline and observes the overall well-being of the participants and the program.
- Plans various youth recreational and educational programs appropriate for the age and skill level of the participants.
- Leads, teaches and coaches sports to youth or organized teams.
- Observes required safety precautions.
- Maintains attendance and activity records.
- Maintains open lines of communication with participants and/or their parents.
- Makes recommendations regarding youth recreation programs.
- Attends staff meetings, in-service training and conferences, as required.

QUALIFICATIONS:

Education: Graduation from high school or a GED equivalent. College or university work in recreation or physical education or a related field is desirable.

Experience: Previous experience working with recreation or youth programs, and/or coaching or playing popular games.

Ability to: Possession of or ability to obtain prior to completion of twelve months of employment First Aid and Infant/Child CPR certificates. Certifications shall be maintained during employment.

Knowledge of: Youth recreational programs and sports programs; playground safety; leadership skills required to effectively lead youth recreation and sports programs; and effective communication skills appropriate for dealing with both youth and adults.

Skill in: Lead and motivate participants in various recreation programs and exercise patience with all participants; make effective judgments regarding the well-being of the participants and the program; communicate effectively with individuals of all ages; establish and maintain relationships with those contacted during the course of work; and maintain discipline and control in an active environment.

WORKING CONDITIONS:

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

PHYSICAL DEMANDS:

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

SALARY AND HOURS:

\$20.86 - \$21.90 - \$23.00 - \$24.14 - \$25.35 per hour. This is a part-time position with paid sick leave available. Initial appointments are generally made at the first step of this five-step scale.

APPLICATION PROCESS:

Interested candidates must submit a completed online employment application at www.calopps.org/city-of-brisbane. Resumes in lieu of a completed application will not be accepted. **Applications must be received by Friday, September 19, 2025, at 5:00 PM.**

SELECTION PROCESS:

Applications will be screened, and a limited number of the most qualified candidates will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, department interview, or in the form of a practical demonstration of skill and ability, or any combination of these. A passing score of 70% is required to make the eligibility list. Recommendations for appointment from this list will be made to the Parks and Recreation Director, under the deciding direction of Recreation Coordinator. Depending on the number of applicants, this process may be altered. Prior to appointment, a background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB screening.

The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this job announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.