



# The City of East Palo Alto

Is seeking for a:

## RECREATION LEADER I/II

Recreation Leader I Hourly: \$13.04- \$15.86 • Recreation Leader II Hourly: \$15.83 - \$19.24

**CLOSING DATE: OPEN UNTIL FILLED**

### POSITION:

Under general direction will perform a wide range of field and office duties to support and/or accomplish the goals and objectives of the Administrative Services Department. This position will conduct recreation activities with groups from the public and private sector to support recreation facility programs as well as the community at large in the City of East Palo Alto.



**IDEAL CANDIDATE:** Individual must have the ability to independently perform a variety of recreational programs for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs, lunch service programs, concessions, and special events; performs other related work as assigned.

### MINIMUM REQUIREMENTS:

#### **Recreation Leader I**

**Education:** Must be enrolled in or have graduated from High school or obtained a GED Certificate.

**Experience:** Six (6) months of responsible experience in a paid or volunteer recreation or related work experience

**Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record at the time of appointment.
- Law requires food handlers in the State of California to have a Food Handler Card. This is required within 2-weeks from date of hire.
- Current CPR Certificate or the ability to obtain them within 3-months of appointment.

#### **Recreation Leader II**

**Education:**

1. High school diploma or GED, supplemented by college level courses in recreation, physical education, sociology or culturally related programs; OR
2. Work experience that demonstrates the ability to lead recreation sports, fitness or diverse cultural programs.

**Experience:**

Two years of progressively responsible experience leading a variety of athletic and recreational activities, of which at least 6-months at the Recreation Leader 1 level or the equivalent.

**Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record at the time of appointment.
- Law requires food handlers in the State of California to have a Food Handler Card. This is required within 2-weeks from date of hire.
- Current CPR Certificate or the ability to obtain them within 3-months of appointment.

### HOW TO APPLY

For more information on how to apply for the position, please visit the City's website at [www.cityofepa.org](http://www.cityofepa.org) or [www.calopps.org](http://www.calopps.org) or contact Ms. Irma Martinez, Human Resources Assistant at (650) 853- 3116.

*The City of East Palo Alto 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, national origin, or language in its employment actions, decisions, policies, and practices.*