



**Invites Applications for:**

**Senior Recreation Leader**

Part-Time Temporary Employment limited to 1,000 hours annually  
No Benefits

**Final Filing Date: Open and Continuous**

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***THE POSITION***

City of American Canyon Parks and Recreation Department invite energetic and responsible individuals to apply for the position of Senior Recreation Leader. This position will be responsible for overseeing and leading the city programs and events. The position is also responsible for providing assistance to Program Coordinators.

This class reports to the Program Coordinator and/or Recreation Supervisor. The Senior Recreation Leader is the senior advanced level in the Recreation Leader series. It is distinguished from the Recreation Leader in that the Senior Recreation Leader provides lead direction to other Recreation Leaders for a program when the Program Coordinator or Recreation Supervisor are not available.

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***MINIMUM QUALIFICATIONS***

Education/and or Experience: High school diploma or its equivalent and one year of experience as a Recreation Leader for the City of American Canyon or other relevant experience in recreation leadership.

**Certificate:**

Possession of, or ability to obtain, current certificates in Adult CPR/AED, Child CPR and First Aid. Must be acquired, and an original presented to the Human Resources Department before hire.

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***THE SELECTION PROCESS***

**The City of American Canyon application and supplemental questionnaire must be submitted.** To apply, please visit [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org) (Just click Departments & Services/Human Resources/Job Opportunities).

Based on a review of qualifications and the supplemental application those applicants determined to be the most qualified will be invited to an oral interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

After a Conditional Offer of employment is made, applicants may be required to complete a drug screen. Additionally all Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

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**Veteran's Preference- view City Policy at <http://www.cityofamericancanyon.org/city-departments/administrative-services-human-resources/job-opportunities>**

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

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**COMPENSATION AND BENEFITS: Hourly Rate: \$13.80 - \$16.77; No Benefits**

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This publication can be made available in alternative formats for persons with Disabilities by calling (707) 647-4361 (Voice) or 711 for the California Relay Service or emailing the ADA Coordinator, Carmela Santos at [csantos@cityofamericancanyon.org](mailto:csantos@cityofamericancanyon.org).

Please allow 72 hours for your request to be process.

The City of American Canyon is an Equal Opportunity Employer.

City of American Canyon  
Senior Recreation Leader Supplemental Application

1. The Senior Recreation Leader organizes and carries out a variety of activities at a park, recreation facility, or center. Why are you interested in this position?