



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
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SENIOR RECREATION LEADER

Multiple positions at Community Centers

(including Conejo Community, Goebel Adult, Old Meadows and Teen Centers)

Part-Time positions: up to 28 hours per week (may include evening and/or weekend hours)

Hourly Rate: \$20.30 - \$24.67

Open Until Filled

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Summary

Under general supervision, coordinates, conducts and participates in the delivery of recreational program activities and executes day-to-day operations in assigned units according to established programs, schedules and standards; and performs other duties as assigned.

Essential Duties and Responsibilities

The duties listed below 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 this class.

- Researches class ideas and structure and forecasts participation; organizes and implements various athletic, craft, social, cultural, instructional and community service programs.
- Instructs recreation classes to various age groups; modifies and adapts activities specific to specialized programs or populations; facilitates programming at onsite and offsite locations; provides pre- and post-event assistance.
- Develops interest, enthusiasm and fair play among participants; addresses challenging behaviors and follows proper channels to document contacts and results; recruits assistance and guidance from immediate supervisor when escalation is needed; reports all compliance issues per District standards.
- Establishes schedules; responds to general inquiries; assists with program registration; initiates payment and refund procedures.
- Oversees and supervises the use and care of equipment, supplies, materials and facilities; assists in initiating equipment procurement and maintenance; manages forms related to facilities and equipment use.
- Supervises special events, field trips and other group activities; ensures safety of environment and equipment for participants.
- May be assigned to camp programs.

Other Duties & Responsibilities:

- May be required to drive a District or personal vehicle.
- Applies behavior modification and appropriate social modeling techniques.
- May attend community events to promote recreational programs and events.
- May assist with transportation in specialized programs.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: graduation from high school or GED program, and at least 1,500 hours of relevant work experience, with at least 30 units completed in recreation or a related field preferred; or an equivalent combination of education and experience. Candidates must be at least 18 years old.

Language Ability: Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar.

Math Ability: Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

Reasoning Ability: Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers, participants and parents/guardians.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance. For Therapeutics unit: ability to obtain a commercial driver license within one year of employment (for a 15-passenger van).
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.

Supervisory Responsibilities: This position has no supervisory responsibilities. This position may direct the activities of contract workers and volunteer staff.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field in outdoor weather conditions, subject to extreme heat or cold and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 25 pounds and occasionally up to 50 pounds. Physical demands may vary according to unit assignment.

Selection Process

Apply online at: www.crp.d.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

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.

Position with the Therapeutics Unit subject to a pre-employment drug test due to commercial driving requirement.

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.

