



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

Recreation Leader I – Community Services

Part -time

PAY RATE: \$12.00 *Hourly*

Up to 28 hours per week depending on assignment-Monday through Sunday (Hours vary between 3:00PM-10:00PM weekdays, and 7:00AM–1:00 AM weekends)

APPLICATION PROCEDURE: A City of La Verne employment application form may be obtained from the Community Services Department or the Personnel Office in City Hall, 3660 “D” Street, La Verne, CA. Application is not available online.

FILING DEADLINE: 5PM – Monday, August 26, 2019

THE POSITION

Must be 18 years of age and possess a High School diploma or equivalent. Have a valid California Driver's License and a good driving record, be able to work flexible hours, weekends, holidays, and lift heavy objects. Also, have the ability to maintain good customer relations and effective working relationships with co-workers and supervisors.

Recreation leaders are responsible for the following: Perform a wide variety of general maintenance and janitorial duties including interior and exterior maintenance of the Community Center, preschools, rental facilities; scorekeeping youth and adult sports leagues; field maintenance; set-up/take-down of equipment for community classes and rentals; opening, closing and maintaining City facilities and parks; set-up of special events such as 4th of July and Winter Wonderland. Maintain good customer relations with youth, adults, and seniors in the community; other duties as assigned.

SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications that most closely match the minimum qualifications will be invited to participate in the examination process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to appointment applicants will be required to complete a drug screening. As part of the background check prior to employment, an employee must obtain at his/her own expense, a copy of his/her driving history from the State Department of Motor Vehicles (DMV).



The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer