



City of Bellflower

Employment Opportunity

RECREATION LEADER I

Position will be paid at the current minimum wage rate, currently at \$13.00/hr. (Part-Time)

- POSITION:** The City of Bellflower is seeking energetic, enthusiastic and creative individuals for part-time positions in the Parks and Recreation Department. Ideal candidates must possess effective and cooperative communication and interpersonal skills, and have the ability to relate to a diverse group of people.
- PRIMARY DUTIES:** Under general supervision, plans and organizes enriching summer youth recreation activities on City parks including outdoor/indoor sports, crafts, games, contests, and special events. Enforces equal and fair disciplinary measures with activity participants. Provides general supervision of facility operations and assists the public with inquiries regarding park facilities and amenities. Accepts registration for classes and provides excellent customer service. Supervises, cleans and maintains buildings and grounds. Assists with preparing facility for groups and special events. Performs general custodial/maintenance duties, including the set-up and takedown of tables, chairs, and special equipment. Prepares, maintains and supervises athletic fields. Assists with supervision and enforcement of rules, operating policies, and municipal codes. May have the opportunity to work out of class as a sports league scorekeeper or official. Performs other duties as assigned.
- ABILITIES:** Must be able to read, write, and speak clearly and effectively using the English language. Ability to develop, coordinate and direct varied activities involving recreational facilities and programs. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public. Ability to communicate effectively with members of the public, co-workers, supervisors, and personnel from other agencies. Required to follow oral and written instructions. Ability to work before and/or after regular scheduled work hours as needed. Exercise good judgment, courtesy, and tact with the public and staff. Demonstrate responsible leadership and maturity in work performance and decision-making abilities.
- MINIMUM QUALIFICATIONS:** Possession of a valid California Driver License is desirable. Must also possess valid First Aid and CPR certification, or be willing to obtain certification within the first three (3) months of employment.
- EDUCATION AND EXPERIENCE:** Applicants must be a minimum of 16 years old and enrolled in high school to apply. College students, preferably with a major in recreation or a related field, are highly desirable. Some recreation leadership experience is desirable. A typical way to obtain this would be direct experience in leadership, volunteerism or participation in recreational activities.
- WORK HOURS:** Part-time approximately 10-20 hours per week. This position requires the availability to work a flexible schedule that may require irregular hours, various shifts, weekends and holiday work assignments.
- APPLICATION PROCEDURES:** A City of Bellflower Parks and Recreation application must be completed. Obtain application from City of Bellflower, 16600 Civic Center Drive, Bellflower, California 90706-5494, 8:00 a.m. to 5:30 p.m., Monday through Thursday and alternating Friday's, 8:00 a.m. to 4:30 p.m., by telephone at (562) 804-1424, extension 2299, or at www.bellflower.org. Applications will be closely reviewed for relevant experience, education and training. Applicants' best meeting the City's needs will be invited to a department interview. *Not all applicants will be selected for an interview.*
- FINAL FILING:** Monday, March 2, 2020

THE CITY

The City of Bellflower is a centrally located community of approximately 77,000 citizens. Nearby are numerous freeways (Long Beach, Santa Ana, Artesia, San Gabriel, Century and San Diego) and; as a result, cultural, educational, and sports centers can be quickly and easily reached.

Bellflower is a general law City governed by a five-member City Council, which sets policy. An appointed City Manager directs the execution of City Council policies.

PHYSICAL REQUIREMENTS

Candidates must be in good health and physically capable of efficiently performing the duties and responsibilities of positions in the City service. Any condition which might result in a hazard to the candidate or to others is cause for disqualification.

As part of the application process, applicants will be required to successfully pass a criminal background check in accordance with City policy, which will include live scan fingerprinting. A pre-employment physical examination, including a substance screening, is also required.

SALARY AND BENEFITS

Part-time positions with the City of Bellflower are not eligible for any City provided benefits other than those required by law.

EQUAL OPPORTUNITY EMPLOYER