



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Recreation Leader

(Facilities/ Special Events)

\$12.37 – \$15.04 hourly

(Part Time Position)

The Opportunity & Ideal Candidate:

The City of San Gabriel's Community Services Department is seeking an energetic individual with the ability to work effectively within a diverse community. The ideal candidate can plan, lead, and carry out tasks for a wide variety of special events. The successful candidate is organized, and able to coordinate and supervise the use of multiple facilities. This individual will provide quality facility supervision with an emphasis on meeting the needs of permit holder.

Position Summary:

Under general supervision of the Recreation Coordinator, the Recreation Leader has the primary responsibility for overseeing buildings during rentals and assisting with special events. The Recreation Leader will be responsible for the building, ensuring the grounds are clean and safe, and providing supervision of users during rentals. The Department offers over twenty special events each year and the Recreation leader is responsible for assisting with the successful execution of the event including set-up and breaking down facilities, and coordinating activities. The Recreation Leader will be responsible for assisting in program and event publicity through the use of fliers, newsletters, signs, and posters; keeping records and preparing related reports; adhering to City and departmental policies and procedures; and other related work as required.

Minimum Qualifications:

Any equivalent combination of training experience that provides the required knowledge skills, and abilities could be considered qualify. Must be able to read, write and communicate effectively, coordinate the use of more than one facility at a time, and carry move objects weighing up to 50 pounds. Have the ability to establish and maintain effective working relationships with staff members, volunteers, and the public. Must be able to complete certification in CPR, First Aid.

Candidates considered for employment will be screened by the California Department of Justice. The City of San Gabriel maintains a drug, alcohol, smoke-free work environment, and enforces a zero tolerance policy relating to substance abuse.

Special Requirements: A successful candidate must be available to work nights, weekends, and holidays as needed.

Compensation:

Range: \$12.37-\$15.04 per hour, hours vary weekly. Participations in Public Agency Retirement Services in lieu of Social Security. Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Application Procedure:

Candidates must submit a completed City of San Gabriel application online at jobs.sangabrielcity.com. All application materials must be submitted online by 5:00 p.m. on **Tuesday, February 26, 2019**. *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#134