



San Gabriel

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

---

## **Senior Recreation Leader**

**\$14.70 - \$17.87 Hourly**  
**Part-Time Position**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel's Community Services Department is seeking a motivated, energetic and reliable individual with the ability to work effectively within a diverse community. The ideal candidate will have the ability to organize, conduct, and supervise recreational activities and a variety of projects; establish and maintain effective working relationships with staff members and volunteers; have knowledge of methods, practices, and equipment used in maintaining an effective recreational program; and provide excellent customer service. This individual will assist in planning quality programs for youth and adults with an emphasis on meeting the recreational needs of the community.

### **Position Summary:**

Under the general supervision of the Recreation Supervisor, the Senior Recreation Leader organizes, conducts and supervises specific aspects of the department's recreation programming. Areas of responsibility include but are not limited to; youth and/or older adult programs, community-wide special events, afterschool programs, summer programs, and sport leagues. Additionally, this individual may assist in staff training, prepare promotional materials, help build relationships with community groups and surrounding cities, and complete other related work as required. This position will primarily work in an office setting but will visit program sites and off-site facilities. The Senior Recreation Leader will adhere to all City and departmental policies and procedures and perform related duties as required. This position will be approximately 25-30 hours per week.

### **Minimum Qualifications:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills and abilities would be one year of experience in parks and recreation or a closely related field. Advanced knowledge of Microsoft computer software is desirable.

#### ***Licenses and Certifications:***

- *A valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.*
- The ideal candidate also must be able to complete certification in CPR and First Aid.

**Physical Demands:**

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop and walk for prolonged periods of time, and get from one location to another in the course of doing business.

**Special Requirements:**

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

**Compensation:**

**\$14.70 – 17.87 per hour.** Participation 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](http://jobs.sangabrielcity.com). **All applications materials must be submitted online by 5:00 p.m. on Thursday, May 31, 2018.** The Community Services Department will notify candidates that best suit the City's need. *Faxed or emailed application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department

*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.*

*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 圣蓋博市是平等機會的雇主

**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.

---

**COMMUNITY SERVICES DEPARTMENT**

Community Services Department  
250 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2875  
jlara@sgch.org  
[www.sangabrielcity.com](http://www.sangabrielcity.com)