ABOUT THIS POSITION:
To plan, organize and implement recreation activities at a neighborhood playground or facility; instruct children and youth in games and sports. Receives immediate supervision from the Community Services Supervisor, Recreation, and Community Services Coordinators. Receives functional supervision from the Senior Recreation Leader (Parks and Playgrounds).

EXAMPLE OF DUTIES: Essential duties may include, but are not limited to, the following:

Plan recreation activities to interest children and youth of various ages. Organize games and sports activities. Instruct children in games; may assist children with their homework. Participate in games and sports to demonstrate required skills and techniques, and to encourage maximum participation. May coach sports, such as soccer, and officiate games. Supervise the overall activity of assigned playground or area. Plan, organize and conduct arts and crafts activities for children. Observe participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner. As directed, observe the condition of park facilities and report incidents of vandalism, graffiti and suspicious activity to the supervisor or appropriate law enforcement agency. Administer first aid to minor injuries. Perform periodic equipment inventory. Open, close, lock and secure park facilities, including restrooms. May check out playground equipment and account for all equipment when closing playground and facilities. May clean up playground and activity room areas. Assist at park and citywide special events. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Equivalent to graduation from high school. Six (6) months to one (1) year experience working with children and youth in a recreation setting similar to that of the City of Lawndale.

Knowledge of: Basic rules and skills in a wide variety of games and sports activities for children and youth of various ages. Teaching methods and techniques for recreation and sports activities.

Ability to: On a continuous basis know and understand all aspects of the job; intermittently analyze work papers, reports and special forms; identify vandalism and other suspicious activity; identify and act to resolve unsafe conditions; problem solve conflicts and disputes among children; explain safety and activity rules to participants and parents; understand park operational and children issues. Learn teaching methods and techniques for recreation and sports activities. Learn types of activities appropriate for children and youth of various ages.

Licenses: Certification in CPR and First Aid required upon hire.

SELECTION PROCEDURE:
Applications are being accepted immediately until the position is filled. Those candidates who are identified as being most qualified will be invited to attend on oral board interview. Candidates who require special accommodations due to a disability are encouraged to request accommodations prior to the interview date. Prior to starting employment with the City of Lawndale, candidates will be required to pass a physical examination (including drug and alcohol testing) and a complete background investigation (including fingerprinting). The City of Lawndale will also require documentation of the legal right to work in the United States as required by IRCA upon hire. Applications can be obtained from the City website at www.lawndalecity.org or by contacting City Hall at (310) 973-3200. EOE.
THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY

ABOUT LAWNDALE
Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single-family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES
Original City applications must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260. Resumes will not be accepted in lieu of a City application. Faxed applications will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process.

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

• RETIREMENT– Benefits for part-time employees are provided by Nationwide Retirement Solutions; Employee paid 7.5% per pay period. Each part-time employee becomes a member upon hire. This program is in lieu of Social Security.

• BENEFITS – Upon completion of 1000 hours in a given fiscal year, the City contributes $175 per month towards health benefits for part-time employees.

• 4/10 OPERATING HOURS – City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

• LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

• CREDIT UNION – Members have access to loans and low interest rates; and good savings programs.

The provisions of this job flyer do not constitute an expressed or implied contract and any provisions contained herein may be modified or revoked without notice.