

# Bear Mountain Recreation and Park District

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10300 San Diego St. Lamont, CA 93241

## NOTICE OF PART TIME VACANCY

Original Posting Date: February 14, 2022

### **Recreational Leader**

**(1 position)**

**Salary:** \$15.00- \$18.50 per hour

**Site:** Arvin and Lamont

**Time:** Varies

**When:** Monday-Saturday

#### **DEFINITION:**

Working under the supervision of a Recreation Coordinator, will work at one or more of our facilities. There are a variety of areas for Recreation Leaders to work: Day Camp Counselor, Snack bar worker, Score Keeper and/or assisting with special events. Leaders would be responsible for completing their assigned tasks specific to the job. Recruiting coaches, team parents and athletes. Contacting businesses for donations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Uses strong customer service and interpersonal skills during public contact during the conduct of activities.
- Supervises participants and or leads activities, including but not limited to crafts, group sports/games both indoors and out.
- Prepares and maintains accurate program and other records as needed.
- Acts as Department representative to residents, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs and facility operations.
- Will attend all trainings when provided.
- The Recreation Leader may also perform other nonessential duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Knowledge of: a variety of activities for youth including facility and equipment use; techniques, principles, and procedures used in supervision of recreation programs and facilities; and rules and equipment utilized in athletic and recreational programs and activities and ensures safe and proper use of recreation facilities and equipment.
- Ability to: communicate tactfully with customers and address public and customer questions and concerns; respond to emergency situations in a calm and effective manner; administer first aid and CPR; and effectively communicate orally and in writing with the ability to gather, analyze, and report information.
- Must be willing and able to work evenings, weekends, and holidays.

Experience should include recreation programs, leading and supervising group activities. Possession of First Aid/CPR/AED certification.

All candidates must file an application at the Bear Mountain Recreation and Park District office, 10300 San Diego St. Lamont, CA 93241, (661) 845-0757 on or before **March 14, 2022 by 4:00 p.m.** This position will require a lifeguard certificate. Qualified applicants will be informed of the written and physical examinations time and place.

Applicants must interview in order to move on to the round of written and physical certification tests. The Bear Mountain Recreation will pay for your exam fees. If for any reason you do not pass the exam or remain employed with the department for one full season, you will be required to repay the department the full cost of your exam fee.

#### **CONDITIONS OF EMPLOYMENT:**

Fingerprint clearance by the California Department of Justice is a condition of appointment after all other required job conditions have been met. Some positions may require proof of privately owned automobile insurance and the possession of a valid California Motor Vehicle operator's license.



## **RECREATION LEADER JOB DESCRIPTION**

### **Definition**

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### **Essential Functions**

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
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- Will attend all trainings when provided.
- The Recreation Leader may also perform other nonessential duties as assigned.

### **Minimum Qualifications**

**Knowledge of:** a variety of activities for youth including facility and equipment use; techniques, principles, and procedures used in supervision of recreation programs and facilities; and rules and equipment utilized in athletic and recreational programs and activities and ensures safe and proper use of recreation facilities and equipment.

**Ability to:** communicate tactfully with customers and address public and customer questions and concerns; respond to emergency situations in a calm and effective manner; administer first aid and CPR; and effectively communicate orally and in writing with the ability to gather, analyze, and report information.

Must be willing and able to work evenings, weekends, and holidays.

Experience should include recreation programs, leading and supervising group activities.  
Possession of First Aid/CPR/AED certification.

## Supplemental Information

### Physical Requirements:

*Accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.*

- Mobility and dexterity to work in a standard office setting.
- Ability to work outdoors in all types of weather
- Ability to work at various locations throughout the district.
- Ability to use standard office equipment and attend off-site meetings.
- Speech and hearing to communicate in person and by telephone.
- Vision to read handwritten and printed materials and a computer screen.
- Strength and agility to lift and carry items weighing up to 20 pounds.
- Ability to make frequent decisions and maintain concentration with distractions.
- Frequent public and coworker contact; occasional working alone.
- Candidate is required to take and pass a physical examination and drug screening.

This Job Description does not list all responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position.

I have been given a copy of this Position Description. I am aware this Job Description is not a contract, and all specific details of the position are not included in the Job Description. I, acknowledge I have reviewed this Job Description and I completely understand the terms stated therein. I can perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

(Please print)