

# 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: July 17, 2025

### **Recreational Leader Seasonal (1 position) Open until filled**

**Salary:** \$17.50- \$20.00 per hour

**Site:** Arvin and Lamont

**Time:** Varies

**When:** Monday-Saturday

#### **DEFINITION:**

Working under the supervision of a Recreation Coordinator, we will work at one or more of our facilities. There are a variety of areas for Recreation Leaders to work: setting up and taking down equipment, painting lines for soccer and baseball fields, organizing and cleaning sports equipment, cleaning bathrooms after sports events, understanding and applying basic rules of baseball and soccer, 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 change business practices:

- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Use 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.

### **Field Setup and Maintenance for Sports Events**

- Set up fields for games, including measuring and chalking field lines according to regulation dimensions.
- Assemble and position goals securely before games begin.
- Ensure safety and playability of the field by inspecting hazards or debris.
- Clean up the field after games by collecting trash, removing equipment, and ensuring all gear is stored properly.
- Transport trash and recycling to designated dumpsters, maintaining the cleanliness of the facility and the surrounding area.
- Support general event operations and ensure field readiness for the next scheduled use.

### **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 emergencies calmly and effectively; 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, leadership, and supervising group activities.

All candidates must apply at the Bear Mountain Recreation and Park District office, located at 10300 San Diego St., Lamont, CA 93241, or call (661) 845-0757.

Applicants must undergo an interview to proceed to the written and physical certification tests. The Bear Mountain Recreation will pay 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**

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.

### **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 change business practices:

- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Use strong customer service and interpersonal skills during public contact during the conduct of activities.
- Supervises participants and or leads activities such as 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 emergencies calmly and effectively; 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:

*Accommodation 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.
- The candidate is required to undergo and pass a physical examination and a 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)