



# Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030

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E-mail: [humanresources@norwalkca.gov](mailto:humanresources@norwalkca.gov)

## RECREATION LEADER II

Social & Senior Services Center

Part-time/At-Will/Hourly

(\$12.28 - \$14.93 per Hour)

### DEFINITION

Organizes, conducts and supervises a variety of social and recreational programs and activities for adults in the community. May be required to work a variety of hours including days, afternoons, evenings, weekends and holidays. This position is approximately 20-25 hours per week.

### LAST DATE TO APPLY

**Thursday, July 20, 2017, 6:00PM.** Applications will be accepted at Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Blvd., Norwalk, CA 90650. Employment application and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of a completed City application. **Faxed materials or postmarks will not be accepted.** City Hall will be closed on alternate Fridays due to the 9/80 compressed work schedule.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Responsible for facility reservations including meetings, dances, and special events at the Social and/or Senior Services Center. Responsible for set up and tear down of room for activities and programs. May assist in maintaining facility by performing light custodial maintenance. Organizes, conducts and supervises free play and team activities of older adults in outdoor and indoor areas. Organizes and conducts non-athletic events and programs; instructs and supervises in arts and crafts. Organizes club activities; keeps records and prepares written reports. Supervises overall recreational activities; observes and monitors activities of participants to ensure that rules and regulations are followed; administers first aid as needed. Performs related duties as required.

### QUALIFICATIONS AND GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include one (1) year experience, paid or volunteer, in recreational, social services or senior activities or related field. Must be at least 18 years of age. Depending upon assignment, possession of or ability to obtain a valid California driver's license and a satisfactory driving record, may be required.

**Knowledge of:** recreation, senior or social services planning and administration; the equipment, facilities, operations, and techniques used in community recreation, social services and senior programs; the policies, rules and regulations governing the conduct and safety of persons using the recreational facilities and equipment. **Ability to:** develop, coordinate, and direct various activities involved in a community recreation program; supervise and monitor social services and senior activities; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; communicate effectively orally and in writing. Ability to speak Spanish is desirable.

### SELECTION PROCESS

Applications are available through the Department of Human Resources, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, and/or may be downloaded at [www.norwalk.org](http://www.norwalk.org). Completed applications must be returned by the time indicated on the last day to file. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance.

Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## **BENEFITS FOR HOURLY/AT-WILL EMPLOYEES**

### **Terms of Employment**

All employees hired as Part-Time/Hourly are employed “at-will” throughout the term of their employment with the City. Consequently, the services of a Part-Time/Hourly employee can be discontinued at anytime without cause, regardless of the number of hours worked for the City by the employee.

### **Union Membership**

Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

### **Retirement**

Membership in the Public Agency Retirement System (PARS) is required. The employee pays the 7.5% retirement contribution.

### **Credit Union**

The City is affiliated with the Los Angeles County F & A Federal Credit Union. Please check with the Department of Human Resources for details.

### **Employee Assistance Program**

An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Department of Human Resources.

### **Paid Holiday**

After 3,000 hours of employment, an hourly employee is entitled to six hours pay for specified holidays designated in the Memorandum of Understanding (MOU).

### **Vacation Leave**

After 3,000 hours of employment, vacation leave is accumulated at the rate of .046 hours for each hour of straight time worked.

### **Sick Leave**

Beginning on the 30th day of employment with the City, employee will accrue sick leave at the rate of .033 hours for each hour of straight time worked. No sick leave shall be taken until the 90th day of employment. After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

### **Medical Plan**

Eligibility for medical coverage is determined using the Affordable Care Act guidelines. Employees may also qualify after 3,000 hours of employment.

### **Voluntary Insurance Plans**

Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee’s cost.

### **Deferred Compensation**

Two optional plans are available at employee’s cost.

### **A Loyalty Oath**

A loyalty oath is required for each employee prior to actual employment.

### **Legal United States Residency**

All applicants must be able to prove legal United States Residency.

### **Veteran’s Preference**

The City provides preference to military veterans under consideration for initial employment. To claim veteran’s preference an applicant must submit their most recent DD214 form. An eligible veteran is one who has served in the United States armed forces and who has received an honorable discharge.