



CITY OF PERRIS

Division of Human Resources

101 North "D" Street
Perris, California 92570
Tel: (951) 943-6100
Fax: (951) 943-4246

EMPLOYMENT OPPORTUNITY Temporary Part-time Recreation Leader \$12.00 per Hour

Deadline to Apply: Open Until Filled

DEFINITION

Under general supervision, to perform skilled recreation work in directing a wide variety of activities for recreation programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and practices of recreation programming. English usage, spelling, vocabulary, grammar, and punctuation. Principles and procedures of record keeping. Basic first aid methods and techniques. Safety precautions and procedures. Techniques of organizing group recreational, social, and athletic activities. Rules and equipment pertaining to various games. Safe driving principles and practices. **Skill to:** Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely. **Ability to:** Schedule and coordinate projects; set priorities. Work cooperatively with other departments, City officials, and outside agencies. Respond to requests and inquiries from the general public. Organize and delegate work assignments. Learn pertinent procedures and functions quickly and apply them without immediate supervision. Maintain accurate records. Plan and organize work to meet schedules and timelines. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Perform responsible information and referral coordinating work involving the use of independent judgment and personal initiative. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience: Experience in recreation leadership and programs is desirable. **Training:** Equivalent to a high school diploma. **License or Certificate:** Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance. Possession of, or ability to obtain, CPR and First Aid Certificates. **Special Requirements:** *Essential duties require the following physical skills and work environment:* Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular / evening work schedule.

SELECTION AND APPLICATION PROCESS: Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation. For optimal consideration apply immediately. For optimal consideration apply immediately as the position is open until filled and may close without notice. There currently exists multiple vacancies to be filled by this recruitment.

The City of Perris does not accept faxed applications. Applications require an original signature. Download a City Application at www.cityofperris.org.

Submit your application to:
Division of Human Resources:
101 North "D" Street, Perris, CA 92570
(951) 943-6100

Equal Opportunity Employer: *The City encourages applications from all qualified candidates without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person. The City complies with the Americans With Disabilities Act. Reasonable accommodation requests should be submitted in writing with the job application.*