



CITY OF EL MONTE
COMMUNITY SERVICES DEPARTMENT
“Creating Community through People, Parks and Programs”

Applications are invited for the position of:

RECREATION LEADER II
YOUTH SPORTS PROGRAM
(Part Time - Open Competitive)

SALARY \$9.54 \$9.80 \$10.06 per hour

We are seeking highly motivated and enthusiastic individuals. They should be available to work a minimum 2 hours per day T-F in the afternoon and Saturdays. Youth sports programs are geared towards 5th-8th grade levels coaching seasonal sports teams. This position requires knowledge of teaching fundamental skills and or officiating games. You can obtain an application on our website at www.elmontesports.com. Call us at (626) 580-2216 for an interview date. Positions need to be filled by September 19, 2007.

THE POSITION:

Under supervision, the Recreation Leader II, helps plan, direct and lead children and adults in sports related activities, tracks related fees and keeps accurate records of all paperwork. Will help coordinate and supervise the operations of after-school sports and performs related duties as assigned. In addition other duties can or may include communicating with the public, handling of registration fees, writing receipts, answering phones and other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum age is 18 years old, must be a high school graduate, possess current Red Cross First Aid and C.P.R. certificates (training is available) and a valid California Driver's License. Candidate must have good communication and customer service skills. Basic computer knowledge is desired.

SELECTION PROCESS:

Those applicants receiving a 70% or better rating on their oral interview examination will be placed on an eligibility list for Recreation Leader II. Applicant will be required to wear standard department uniform.

Application
Screening
Oral Interview

FILING PROCESS:

Applications may be obtained from the City of El Monte Community Services Department, 11001 Mildred Street., El Monte, CA 91731. Phone: (626) 580-2216 (Mon. - Fri.)
Applications must be returned to the Sports/Playgrounds/Aquatics Division

FINAL FILING:

February 21, 2009

1/15/08

Please call (626) 580-2216 for further information

