

**ABOUT THE POSITION**

The City of Dana Point is looking for an enthusiastic & responsible person to fill the position of **Recreation Leader**. A front line representative of the City, this position assists in the implementation of recreation and community services programs and special events, including preparing facility areas for Recreation programming and facility rentals; carrying out necessary maintenance to facilities; and performing related works as assigned.

This is an hourly, part-time position.

**EXAMPLES OF ESSENTIAL DUTIES:** The typical duties assigned to the position include, but are not limited to:

- Provides support to programs, facility rentals & special events for Recreation; complete room set-up; take-down, and clean up for classes, activities, events, and meetings.
- Explains & enforces facility regulations, policies & procedures to participants; provides information in person and over the phone; positively interacts and communicates with the general public.
- Assist at the front counter, answers phones and implements data entry for classes' registration.
- Assist in the general safety & sanitation of facilities.
- Monitor facility use; open, close, & secure building for events.

**IDEAL CANDIDATE**

The ideal candidate will possess the following knowledge & abilities:

**Knowledge of:**

Knowledge of philosophy, principles, practices and techniques of recreation programming. Areas of attention might focus on sports, arts & crafts, performing arts, special events, building maintenance or facility operation.

First Aid and Cardiopulmonary Resuscitation (CPR) and AED methods.

Methods and techniques of effective customer service.

Appropriate safety precautions and procedures.

**Ability to:**

Work independently while supervising facilities & user groups.

Interpret and follow City, departmental and division policies, laws, and rules.

Understand and follow oral and written instructions.

Communicate effectively, orally, and in writing.

Work a varied schedule of hours, which may include early mornings, evenings, weekends and holidays, at a variety of City facilities.

Analyze situations carefully & adopt effective courses of action

Establish & maintain cooperative working relationships with those contacted in the course of work, specifically the participants, parents, and co-workers.

**QUALIFICATIONS**

**EDUCATION & EXPERIENCE:** Graduation from high school or completion of a GED preferred.

Demonstrated experience in community services and/or recreational activities.

**LICENSES:** Possession of a valid American Red Cross First Aid Certificate.

Possession of a current Cardiopulmonary Resuscitation (CPR) Certificate.

Possession or ability to obtain an Automated External Defibrillator (AED) Certificate.

Possession of or ability to obtain a valid California driver's license

**APPLICATION & SELECTION PROCESS****APPLY IMMEDIATELY – OPEN UNTIL FILLED.**

Resumes will **not** be accepted in lieu of completed City application forms. Call City Hall at (949) 248-3500 or visit [www.danapoint.org](http://www.danapoint.org) under "Employment" tab, for City application forms. Applications will be reviewed and those applicants with the most suitable qualifications will be invited for an oral interview.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Dana Point is an Equal Opportunity Employer. The City will assure equal employment opportunity and fair employment practices to all persons regardless of race, color, religion, age, national origin, ancestry, marital status, veteran status, gender, sexual orientation, medical condition or disability as defined by law. Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection and hiring process providing such request is made to the Personnel Office at least five working days in advance (949-248-3524).

**SPECIAL NOTICES:** The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate documentation prior to commencement of employment.

**PRE-EMPLOYMENT EXAMINATIONS:**

The City of Dana Point requires a pre-employment physical examination, including a drug screen; a background investigation; and a criminal history check that requires fingerprinting. Offers of employment are contingent upon successful completion of these examinations.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires the ability to perform light to moderate lifting and carrying; frequent standing and walking; occasional sitting, squatting, kneeling and twisting. Occasional hand use and finger dexterity needed to use computer keyboard and operate standard office equipment; pushing, pulling, grasping, and reaching may also be required. Good hearing is required when communicating on the telephone or in person.

**WORK ENVIRONMENT:**

The work environment described herein is representative of those an employee encounters while performing the essential function of this job. Primarily office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Occasional field work where incumbent may be required to work on all types of floor surfaces, in a variety of facilities, in varying temperatures. Incumbents may be exposed to blood and body fluids while rendering First Aid and/or CPR.

The City of Dana Point (population 36,500) is located half way between Los Angeles and San Diego in the southern part of Orange County. Dana Point is characterized by nearly seven miles of prominent coastal bluffs, beaches and rolling hills along the Pacific Ocean. The City's business sector is comprised of recreation amenities located within the harbor region; resident and tourist serving businesses; hotels and five-star resort facilities such as the Ritz Carlton and Monarch Beach Resort.

Incorporated in 1989, the City operates under the Council-Manager form of government. The City operates with a hybrid in-house/contract model for providing services such as planning, building, administration, finance, emergency services, police, public works and parks/recreation, and has an annual General Fund operating budget of approximately \$36 million.

The City's primary mission is to provide high quality services, and to maintain and enhance the community's environment and quality of life. This is accomplished through the efforts of employees and contractors who demonstrate a strong customer service orientation and high levels of professional excellence.

**HEALTH BENEFITS** – This position is not eligible for health benefits.

**SICK LEAVE** - Effective July 1, 2015, the Healthy Families Healthy Workplace Act provides part-time employees with up to 24 hours of paid sick leave per year that may be used beginning on the employee's 90th day of employment, provided the employee has worked 30 calendar days in the calendar year.

**RETIREMENT** - The City does not participate in social security. In lieu of social security, the City will contribute an additional 7.5% of the employee's earnings to a 457 deferred compensation account on the employee's behalf.

# City of Dana Point

33282 Golden Lantern Ste.203  
Dana Point, CA 92629



Invites Applications for:

## RECREATION LEADER

\$11.00 - \$14.03/Hour  
(Part-Time, Hourly)

**APPLY IMMEDIATELY  
OPEN UNTIL FILLED**

*This flyer does not represent a contract and may be changed at the City's discretion*