



# Pleasant Valley Recreation and Park District, Camarillo, CA

## EMPLOYMENT OPPORTUNITY

### Recreation Leader I/II

Part time, non-exempt, hourly – range

Level I \$11.00 - \$13.37 Level II \$11.44 - \$14.03

Maximum hours per fiscal year, approximately 10-19 hours per week

**Apply Immediately – Open until filled**

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The Pleasant Valley Recreation and Park District is currently accepting applications for a Recreation Leader to assist seasonally with sports, classes, special events and to work at the senior center. We are looking for a positive, self-starter with good customer service skills, a “can do attitude” and the ability to work independently as a member of a cohesive team.

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Under general supervision, a recreation leader will cover a wide range of hours including weekdays, nights and weekends. The Recreation Leader will assist management staff in the overall operation of programs such as adaptive recreation, classes, special events, sports, and at the senior center. In addition to facilitating these activities, staff will provide excellent customer service; prepare written information relating to programs operations including cash reports and detailed curriculum sheets. A Recreation Leader may work in any aspect of the District’s programs. Weekly hours vary and attendance is required during staff in-services. Strong numeric, verbal, and written communication, listening and computer skills are a must. Candidate must have the ability to adhere to attendance and punctuality guidelines. Staff will be required to perform additional duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader Series and Senior Recreation Series require the following:

- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.
- Administers First Aid and CPR as needed.
- Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- Ensure that appropriate image and approach and respect are being consistently exercised.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.
- Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.
- Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.
- Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).
- Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).
- Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.
- Prepare score sheets, statistics, and written reports; maintain records and reports for accidents, incidents, emergency, attendance, activity, registration, web site updates and reservations; perform program surveys and evaluations.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.
- Assist with surveying and educating the community on recreation programs.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities, set up and clean up.
- May require some Holiday, evening, and/or weekend work assignments.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Position requires average amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

**EDUCATION and/or EXPERIENCE:**

- Recreation Leader I: must possess a valid work permit and have completed two years of High School; six (6) months of recreation or volunteer experience. Volunteer or paid work experience with youth/teens/seniors is desirable.
- Recreation Leader II: Possession of a high school diploma or general equivalency diploma (GED), and a minimum of one (1) year of recreation, volunteer or related experience relevant to the area of assignment.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

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APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 -or – at [www.pvrpd.org](http://www.pvrpd.org)

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Note: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

Apply Immediately

**This position is open until filled**

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District	Phone:	805-482-1996 x113
C/o Human Resources	Fax:	805-383-0316
1605 E. Burnley Street	Email:	kdrewry@pvrpd.org
Camarillo, CA 93010	Web:	www.pvrpd.org

***The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.***

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
PART TIME AVAILABILITY – SUPPLEMENTAL QUESTIONNAIRE**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Other: \_\_\_\_\_

Today's Date: \_\_\_\_\_ I can begin working this schedule on: \_\_\_\_\_

If you are a seasonal employee, your estimated last day will be: \_\_\_\_\_

Email address: \_\_\_\_\_

I AM AVAILABLE TO WORK DURING THESE HOURS EACH DAY.						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**LIST ANY TIME OFF REQUESTS YOU ARE AWARE OF AT THE TIME OF APPLICATION**

Day	Date	Time	NOTES
<i>Wednesday</i>	<i>06/30/17</i>	<i>all day</i>	
<i>Thursday</i>	<i>7/29/2017</i>	<i>4:00-9:00pm</i>	

As a part-time employee, you will not receive "regularly scheduled" hours and are not "guaranteed" a specific number of hours per week. You will NOT be scheduled more than 960 hours per fiscal year from July 1 - June 30 based on the needs of the District.

Notes: \_\_\_\_\_  
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