



SELECTION PROCEDURE
Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resource Office
552 N La Cadena Dr
Colton, CA 92324
(909) 370-5062
Mon - Thur 7am to 6pm
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to a selection interview.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment drug/alcohol screening and fingerprinting.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. Upon request, the city will attempt to reasonably accommodate applicants with disabilities.

CITY OF COLTON EMPLOYMENT OPPORTUNITY

RECREATION LEADER

Final Filing Date: Continuous

Salary: \$7.50 - \$8.27 per hour

THE POSITION

Under the general supervision of the Recreation Services Manager, assists in a variety of recreation activities at a community center, park, playground, or recreational area.

MINIMUM QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying.

Education and/or Experience: possess six months of paid or volunteer work in providing services for tots, youth, teens, adults and/or senior citizens. Must be 14 years of age and possess sufficient knowledge to lead, organize and conduct recreational activities.

License/Certificate: Possession of a valid class “C” California Driver’s License. **Note:** The requirement is **not required** for candidates 14 and 15 years of age, is **recommended** for candidates 16 and 17 years of age and **required** for 18 years of age and older. The City will provide reasonable accommodation to qualified individuals with disabilities, where necessary.

Knowledge of: Recreational programming for various age groups.

Ability to: Establish and maintain effective working relationships with supervisors, subordinates and the public. Follow written and oral instructions.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Participate and assist in a variety of recreational activities.
- Perform light park and/or facility maintenance, as needed.
- Inspect facility for safety.
- Perform related duties as required.