



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
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, fingerprinting and verification of high school diploma or equivalent.
- 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

CITY OF COLTON EMPLOYMENT OPPORTUNITY

SENIOR RECREATION LEADER

Final Filing Date: Continuous

Salary: \$8.56 - \$9.44 per hour

THE POSITION

Under the general supervision of the Recreation Manager, leads in a variety of recreational activities at a community center, park, playground or recreational areas. May assist in the planning of recreational programs and supervision of part-time staff.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be:

Education and/or Experience: possess one year of increasingly responsible experience in a recreation program or related field. Must be 16 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 California Driver's License requirement is **not required** for candidates 14 -16 years of age, is **recommended** for candidates 16 -18 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. Customer service philosophies and techniques.

Ability to: Establish and maintain effective working relationships with supervisors, subordinates and the public. Communicate clearly and concisely, both orally and in writing. Follow written and oral instructions.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Plan and lead a variety of recreation activities.
- Develop program concepts based on public demand and needs.
- Supervise staff in a variety of recreation settings.
- Inspect facility for safety.
- Perform other related duties as assigned.