City of Los Altos

Part Time Recreation Leader II

About Los Altos

Los Altos is a full service City with a budget of approximately $39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Position

Under supervision of Recreation Coordinator, for The Underground Teen Center, assists with program planning and implementation of teen focused programs, organizes daily activities, supervises drop-in participants, maintains communication with parents of participants, assures supplies and equipment are in order, maintains accurate reports and records, attends staff meetings and provides leadership to other recreation leaders.

Area of Responsibility

Assigned duties for this position range from entry level to advanced and from routine to more complex. Recreation Leaders are responsible for the planning, organizing, and leading a variety of recreation activities, typical activities include but are not limited to arts, crafts, games, contests and special events for a teen participants, maintain communication with the public, promotes and ensures safety procedures, must be able to work with fellow recreation staff to assist in the implementation of recreation activities and perform other related duties as required.

Minimum Qualifications

Knowledge of: Safety precautions, positive discipline, team building principles, methods of organizing, customer service principles, effective oral communication, practices in working in a team environment.

Ability to: Plan, organize, and conduct recreation programs that are teen focused, review and analyze program effectiveness, recommend procedures to improve program, speak before teens, maintain effective relationships with participants, establish and maintain effective working relationships, represent the City's high standards, follow written and verbal instructions, work cooperatively with others, function effectively in supervisory and leadership roles, report problems or hazards which may occur, either with children or parents or with equipment, communicate clearly and concisely, both orally and in writing, engage children in activities and motivate participants, follow safety procedures, display customer service techniques to deal tactfully and courteously with program participants, and general public, independently initiate and complete work activities, respond calmly and efficiently in emergency situations, maintain confidentiality of information, either written or spoken.

Skills in: Using initiative and sound judgment within established guidelines, prioritizing work and coordinating several activities, multitasking, directing, planning and organizing activities, communicating and supervising tactfully and effectively with the participants and parents, including interpreting and applying detailed rules and policies, organizing and maintaining supplies, maintaining accurate reports and records, leadership and supervision skills required to develop and implement program, first aid and CPR.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Recreation Leader II: Direct experience in leadership, volunteerism or participation in recreational activities desirable. 1-2 years paid and/or volunteer experience working with teens in recreation, outdoor education, sports and/or crafts.

Desirable Experience: Some experience in a recreation environment, college-level course in Recreation, Child Development, Administration, Environmental Education and related fields.

Salary & Benefits

Recreation Leader II: $11.50-$13.50 per hour
Pay rate determined by experience, education and assigned level of responsibility.

Application Procedure

This position will remain open until filled. Applications may be obtained in the following ways:

- Apply online at www.calopps.org / Member City: Los Altos
- Visit our website at www.losaltosca.gov to print the application form
- Call our 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall, 1 N. San Antonio Road, Los Altos

Selection Process

All applications and materials will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in the examination process.

Background Requirements

Finalists will be required to undergo a thorough background review and criminal/vehicle records check and fingerprinting check. Past substance abuse and criminal activity may be grounds for disqualification, but all candidates will be evaluated on a case-by-case basis.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.

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