City of Los Altos

Part Time Recreation Leader III

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 the Recreation Coordinator, the Recreation Leader III is responsible for planning, organizing, and leading a variety of recreation activities, including: environmental education, arts, crafts, sports, games, contests and special events.

This position is also responsible for maintaining communication with the public, as well as promoting and ensuring safety procedures are followed.

The Recreation Leader III must be able to work with fellow recreation leaders to assist in the implementation of recreation activities and perform other related duties as needed and assigned such as: department wide special events, teen programs, preschool programs, administrative office duties, serve as facility attendant, and provide support with senior programs. In addition, the Recreation Leader III may be asked to lead the work of the Recreation Leader I and II, and may work independently supervising program participants.

Minimum Qualifications

Knowledge of: Safety precautions, positive discipline, teambuilding 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, review and analyze program effectiveness, recommend procedures to improve program, speak before children, maintain effective relationships with parents, 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, direct, plan and organize 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:

- Must be 18 years or older
- CPR & First Aid training required within three months of hire
- One to two years paid experience supervising staff or leading a team
- Experience with recreation program management
- College coursework required — coursework in Recreation, Child Development, Administration, Environmental Education, or related fields preferred.

Salary & Benefits

Recreation Leader III: $14.25-$20.75 per hour
Pay rate determined by experience, education and assigned level of responsibility.

Application Procedure

This recruitment will remain open until positions are filled, or until **5:00 p.m. on Friday, June 12th**, whichever comes first. Applications may be submitted in the following ways:

- Apply online www.losaltosca.gov/jobs
- Visit www.losaltosca.gov/jobs to print the application form
- Obtain an application in person by visiting Los Altos City Hall at 1 N. San Antonio Road

Selection Process

All applications and resumes will be reviewed. Those most closely matching the qualifications and requirements will be invited to participate in the interview process.

Background Requirements

Finalists will be required to undergo a thorough background review and criminal/vehicle records check, fingerprinting check, and TB test. 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.

City of Los Altos
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