



245 East Bonita Avenue
San Dimas, CA 91773-3002

SENIOR RECREATION LEADER

Distinguishing Characteristics

The San Dimas Parks and Recreation Department offers various activities, programs, organized special events and excursions for children, teens, adults and senior citizens. A high emphasis is given to creating a safe and welcoming environment. Respect, teamwork and communication are essential. There is one current opening that will work with both Youth/Adult Sports and Special Events/Family Outdoor Recreation.

The Senior Recreation Leader is an enthusiastic person who works under the general supervision of a Recreation Coordinator; enjoys working with people; and assists in the implementation of a variety of programs, activities, excursions, and special events for the community. This person performs duties involving walking, bending, kneeling and occasionally lifting and/or moving supplies or materials weighing up to 50 pounds.

This position is approximately **25-30 hours** per week in a variety of hours including mornings, afternoons, evenings, weekends and/or holidays and may require work indoors and outdoors. Applicant must possess a high school diploma or equivalent.

Essential Duties and Responsibilities

Duties and responsibilities may include, but are not limited to the following:

1. Under direction assist with the planning, promotion and supervision of activities and programs.
2. Limited supervision of other part-time personnel and volunteers
3. Maintain records and complete reports.
4. Set-up and tear-down of facility for activities, programs and various events.
5. Organize and inventory event supplies; keeping accurate inventory records.
6. Administer first aid as needed.
7. Perform general office duties.
8. Perform related duties as required.

Qualification Guidelines

Knowledge of: Common principles related to community recreation programs; safe work practices; general office and computer application skills; and skills needed to communicate effectively orally and in writing.

Ability to: Effectively interact with the public, City staff and volunteers while fostering teamwork; communicate politely and effectively with the public, City staff and volunteers; maintain enthusiasm and willingness to learn; monitor activities; use and operate City vehicles, hand tools and other equipment in a safe and efficient manner; and use common sense and customer service skills to resolve or prevent challenges.

Education/Training/Experience: Education equivalent to one year of college course work in the field of recreation, child development or related field. One year experience in youth, community recreation or comparable setting.

Licenses; Certificates; Special Requirements: A California driver's license and a satisfactory driving record are required. Proof of High School Diploma or equivalent required at time of hire; and a valid First Aid/Adult CPR Certification is desirable.