



**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

**RECREATION LEADER**

**Job Description**

**THE POSITION**

This position serves as a Recreation Leader for the Rossmoor Community Services District and assists in performing tasks and activities utilizing a variety of skills associated with providing direction to youth and adult recreation programs, community events and facility reservations. The position also assists with providing a safe and community friendly recreation environment.

**ESSENTIAL JOB FUNCTIONS**

Under the general direction of the Recreation Superintendent, the Recreation Leader is required to perform the following essential job functions: answer telephone calls from the public and communicate information to callers; communicate effectively both orally and in writing, to participants and parents; travel among the District's parks, facilities and program sites to evaluate programs and activities; assist with the development of program schedules; assist with community center(s) set up/take down; and perform other duties as assigned by the Recreation Superintendent.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Ability to assist in coordinating special events; knowledge of park, playground, sports fields, and courts' activities; ability to coordinate the operation of District facilities; ability to work effectively with the public while promoting the organizational values of the District. Knowledge of municipal recreation programs and supervision of same. Knowledge of various sports, group games, crafts and other recreational activities. Knowledge of first aid, health, and safety practices. Ability to recognize and respond to public safety issues by following established procedures. Ability to follow written and oral directions. Ability to exercise initiative and to employ sound judgment. Ability to establish and maintain positive relationships with the community and the users of the District's recreational facilities. Knowledge of modern office equipment and basic computer skills, including Microsoft Office 2007, Word, Excel and Outlook.

**DESIREABLE EXPERIENCE AND TRAINING**

Equivalent of a High School Diploma and the equivalent of two (2) years of college with major course work in recreation, physical education, or a closely related field with at least one (1) year of progressively responsible municipal recreation experience; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities needed for the position.

**SPECIAL JOB RELATED REQUIREMENTS**

Must be available to work weekends (Friday, Saturday and Sunday) and some holidays.  
Valid California Driver's license, with evidence of liability insurance.  
First Aid Certification.

**HOURS/COMPENSATION**

Up to \$15/HR depending on qualifications.  
20 hours per week