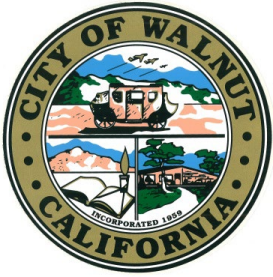


City of Walnut - Current Openings



RECREATION LEADER

\$16.50 - \$21.06/hour

Part-time/at-will/no benefits

OPEN UNTIL FILLED

JOB DEFINITION: Under direct supervision will assist with recreational programming, community events and other related activities.

ESSENTIAL FUNCTIONS:

- Assist with recreational programs including summer day camps, teen and adult programs, sport programs, special events and other related community services activities
- May assist with the set-up, preparation and dismantling of facilities, room, fields as needed
- Perform minor maintenance duties as needed
- Provide excellent customer services to all participants in community services activities
- Promote safety for all participants
- Develop and maintain positive working relationships.
- Assist with development and distribution of promotional materials
- Other duties as assigned

QUALIFICATIONS: the City is looking for enthusiastic staff who enjoy working with the public and youth of all ages. Some volunteer experience or previous involvement in sports or related activities desirable.

EDUCATION: If still in High School, must have the ability to obtain a work permit.

LICENSES/CERTIFICATIONS: The following certificates will be required prior to hire:

- American Red Cross First Aid and CPR

WORKING CONDITIONS: Position may require prolonged sitting, standing, walking on uneven or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, grasping and making repetitive hand movements in the performance of daily duties. Some lifting, pushing, or pulling up to 25 pounds may be required.

SELECTION PROCESS: May include, but not limited to, testing and/or interviews. The most qualified applicants will be invited to the next phase of the process. It is the applicant's responsibility to ensure the information provided on the application is accurate and complete.

DEADLINE TO APPLY: OPEN UNTIL FILLED

City of Walnut - Current Openings

BACKGROUND AND INVESTIGATIONS: If applicable, Department of Justice and Department of Motor Vehicle background investigations will be conducted on the appointed candidate. Failure to pass any background process may be grounds for disqualification. If under age 18 and still in high school, applicants must be able to obtain a valid work permit.

RETIREMENT: Hourly part-time employees are required to participate in the Deferred Compensation Plan (457b) at a rate of 7.75% which is deducted from the employee's paycheck.

MEDICARE: Employees hired after April 1, 1986, will have 1.45% of their base salary deducted from their paycheck to be paid to Medicare, as mandated by law. The City will match the 1.45%.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: In compliance with the Immigration and Reform and Control act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

FINAL FILING DATE: OPEN UNTIL FILLED

Applications are available at www.cityofwalnut.org/hr. Applications may be emailed to hr@cityofwalnut.org or submitted to HR at City Hall.

All applicants must complete an official City of Walnut application form; failure to do so will disqualify an applicant from consideration.

All applications and materials will be reviewed as received and the recruitment may close upon a sufficient number of qualified applications received. Faxes will not be accepted, and résumés will not be accepted in lieu of official City of Walnut applications.

(909) 348-0731

www.cityofwalnut.org