

[Bulletin detail](#)
[Bulletin history](#)
[Attachments](#)
[Forms](#)

Req template: New Exam Bulletin

Job posting preview eLink history

Bulletin details RECREATION SERVICES LEADER

Bulletin status Approved

Item Number 8796 RECREATION SERVICES LEADER

Position Title RECREATION SERVICES LEADER

Requirements **SELECTION REQUIREMENTS:** Current enrollment in an accredited college, community college, or business college. Completed units must not exceed 60 semester/90 quarter units*

-OR-

current enrollment as a junior or senior in high school*.

This program is for new R.E.A.A.C.H. participants **ONLY**. Applicants who have received a certification of achievement from this program will not be accepted.

AGE: Must be between the ages of sixteen (16) to twenty-four (24) years old at time of appointment.

Department Parks and Recreation

Bulletin Number 2920BR

Analyst Ahn, Soo Jung ((213) 381-8130)

Manager Jauregui, Claudia ((213) 639-6355)

Number of Vacancies 97

Positions Remaining 97

Exam Number D8796F

Allow Reapplies

Job Type All Others

Job Field Recreation

Type of Recruitment Open Competitive Job Opportunity

Job Opportunity Information **Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall

Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Sourcing Strategy Internet Job Board
LA County Website

Additional Title APPLICATIONS MUST BE FILED ON-LINE.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-
PERSON WILL NOT BE ACCEPTED.

Rebulletin Information

Filing Information Standard

Filing Start Date 19-Oct-2011

Filing End Date 15-Nov-2011

Filing End Time 5:00 pm PST

Salary Type Hourly

Salary Minimum 10.78

Salary Maximum 14.18

Annual Salary Range \$20,000 - \$39,999

Special Salary Information Designation

Special Salary Information

Benefit Information Designation

Benefits Information

Position/Program Information **R.E.A.A.C.H. (Recreation Employment And Achieving Career Happiness)** is a program designed to train and provide work experience. High school juniors through college sophomores will follow a plan of consistent career preparation whereas gaining the opportunity to earn wages. R.E.A.A.C.H. participants must attend workshops on various pertinent topics and attend all field trips. Paid work experience shall include workshop attendance, field trips and job shadowing. Upon completion of the program, each participant will receive a certification of achievement.

R.E.A.A.C.H. will consist of three (3) sessions:

Class #1 - February 2012 - June 2012

Class #2 - May 2012 - October 2012

Class #3 - September 2012 - June 2013

Essential Job Functions Supervises and participates in the presentation of programs such as arts and crafts, dance, music, and theater arts; assists in the development and presentation of special recreation programs for senior citizens, youths, and in the physically and mentally handicapped.

Supervises park activities such as: summer day camp and lunch program, youth and adult sports, and an assortment of special events.

Plans and coordinates playground, and community center athletic activities including tournaments, leagues and contests.

Supervises the use and care of equipment and facilities at one or more parks.

Inspects playground equipment for safety and proper operation.

Maintains or assists in maintaining safety, cleanliness, and order at park facilities; monitors activities and insures safety rules are observed.

Assists in the preparation of athletic fields for tournaments and leagues.

Assists with routine clerical duties such as the preparation of reports, facility use permits and program scheduling.

Assists in the handling of public complaints.

Physical Class Designation 3

Physical Class **Physical Class III** – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Safety Position Designation No

Safety Position Requirements

License(s) Required

Certificate(s) Required

Shift Any

Special Requirement Information *Applicants **MUST attach legible copies of official transcript(s) AND proof of current enrollment** (i.e. class schedule confirmation or confirmation on school letterhead or receipt of paid tuition) to the application at time of filing. Transcript(s) **MUST** be submitted from **ALL** educational institutions listed on the application. **Failure to submit the required document(s) will result in your application being rejected.**

Applicants **MUST** provide proof of current enrollment at time of appointment.

Desirable Qualifications Paid or volunteer experience either assisting in the planning of recreational programs, extra curricular events or the instruction of participants of such programs and/or events.

Accreditation Information Designation Yes

Accreditation Information **Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Special Information **FINGERPRINTING AND SECURITY CLEARANCE:** Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification

Examination Content This examination will consist of an evaluation of education and experience based upon application information and desirable qualifications weighted 100%

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.

Vacancy Information The eligible list from this exam will be used to fill recurrent Recreation Services Leader (R.E.A.A.C.H.) positions located at the following 5th district facilities:

Arcadia Community Regional Park, Arcadia

Bonelli Regional Park, San Dimas
Castaic Lake Recreation Area, Castaic
Castaic Sports Complex, Castaic
Charles S. Farnsworth Park, Altadena
Charles White Park, Altadena
Charter Oak, Covina
Crescenta Valley Community Regional Park, La Crescenta
Dr. Richard H. Rioux Memorial Park, Stevenson Ranch
Eaton Canyon Natural Area Park, Pasadena
George Lane Park, Quartz Hill
Hart Regional Park, Newhall
Jackie Robinson Park, Littlerock
Loma Alta Park, Altadena
Pamela Park, Duarte
Pearblossom Park, Pearblossom
San Dimas Community Regional Park, San Dimas
Sorensen Stephen Sorensen Park, Lake Los Angeles
Tesoro Adobe Historic Park, Valencia
Val Verde Community Regional Park, Val Verde
Veterans Memorial Community Regional Park, Sylmar

Exam Analyst Phone Number (213) 381-8130

Alternate Exam Unit Contact Number (213) 738-2995

Exam Analyst Fax Number (213) 386-6620

Exam Costs

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of nine (9) months following the date of promulgation.

Application and Filing Information Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during selection process.

INSTRUCTIONS FOR FILING ONLINE:

Applicants must apply online by clicking on the link above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 pm, Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first.
Please include your Name, the Exam Number, and the Exam Title on faxed documents.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone (213) 738-2970

Teletype Phone (213) 427-6118

Alternate Teletype Phone

California Relay Services Phone (800) 735-2922

Department Contact Name Human Resources Office

Department Contact Phone (213) 738-2995

Department Contact Email www.lacountyparks.org

Education Level High School/GED
Some College

Experience Level No Experience

Executive Level Position? No

Additional Information

General Information

Advertising Cost

Agency Cost

Travel Cost

Referral Cost

Relocation Cost

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Region San Fernando Valley
(Burbank/Glendale/Northridge/Santa Clarita)
San Gabriel Valley (Pasadena/Monterey Park/El Monte/Pomona)

Job Specific Questions

Bulletin Notes

| Bulletin team | Name | Dept. | Job title | Phone | Fax |
|---------------|---------------------------------------|------------------------------------|------------------------------------|----------------|----------------|
| | Ahn, Soo Jung ((213) 381-8130) | Department of Parks and Recreation | Human Resources Trainee | (213) 381-8130 | (213) 386-6620 |
| | Jauregui, Claudia ((213) 639-6355) | Department of Parks and Recreation | Administrative Services Manager I | (213) 639-6355 | (213) 386-6620 |
| | Cornell, Danielle ((213) 351-5051) | Department of Parks and Recreation | Human Resources Trainee | (213) 351-5051 | (213) 386-6620 |
| | Yee, Jesse ((213) 738-2995) | Parks and Recreation | Administrative Services Manager II | (213) 738-2995 | (213) 386-6620 |
| | Emmsley, Jennifer ((213) 738-2406) | Parks and Recreation | Administrative Assistant III | (213) 738-2406 | (213) 386-6620 |

Turn-off Autofiler notification for this bulletin

Added by Ahn, Soo Jung ((213) 381-8130)

Added on 26-Sep-2011

OK