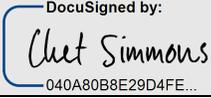


City of Los Alamitos Administrative Regulation

Regulation:	4.11	 <p>DocuSigned by: Chet Simmons 040A80B8E29D4FE...</p>
Title:	Recreation & Community Services Hiring Policy	
Authority:	City Manager	
Date:	4/19/2023	
Revised:		

1. Purpose: This policy provides a procedure for hiring Recreation & Community Services part-time staff including Recreation Leaders, Senior Recreation Leaders, and Recreation Specialists.

2. Application: This policy applies to Recreation Leaders, Senior Recreation Leaders, and Recreation Specialists.

3. Regulation:

Recreation Leader

The part-time Recreation Leader works as an entry level position within the City of Los Alamitos Recreation and Community Services Department performing the following duties:

- Plan, organize, implement, and supervise recreational activities;
- Communicate verbally and in writing to supervisors, staff and participants;
- Be enthusiastic and provide high level customer service;
- Other duties as assigned.

Desirable experience and training include: currently attending or graduated from high school, and CPR, First Aid and AED certification within four weeks of hiring.

Recreation Leaders are primarily responsible for operating the day-to-day programs and activities of the Department and are expected to follow rules, safety procedures, program instruction and protocols. They work directly with the public, set up, tear down and work the programs.

Senior Recreation Leader

The part-time Senior Recreation Leader position works within the City of Los Alamitos Recreation and Community Services Department performing the following duties:

- Plan, organize, supervise and lead recreational activities;
- Communicate verbally and in writing to supervisors, staff and participants;
- Effectively monitor and lead Recreation Leader staff and volunteers;

- Be enthusiastic and provide high level customer service;
- Other duties as assigned.

Desirable experience and training include: currently attending or graduated from high school, college coursework with a major in recreation or similar field is preferred, a minimum of one (1) year municipal recreation experience, or related field, and CPR, First Aid and AED certification within four weeks of hiring.

Senior Recreation Leaders possess a higher level of responsibility and are one level up from the Recreation Leader position primarily due to experience in municipal recreation, or related field, working with the public and executing programs and events. The Senior Recreation Leader position oversees Recreation Leaders and volunteers and performs a lead role in the planning and logistics of a specific program or event. These requirements are in addition to those required of a Recreation Leader.

Recreation Specialist

The part-time Recreation Specialist is a journey-level position within the City of Los Alamitos Recreation and Community Services Department performing the following duties:

- Plan, organize, supervise the execution of recreational activities and events;
- Communicate verbally and in writing to supervisors, staff and participants;
- Assist in the supervision, training and evaluation of personnel;
- Prepare reports, news releases and marketing materials;
- Be enthusiastic and provide high level customer service;
- Other duties as assigned.

Desirable experience and training include: a minimum of two (2) years municipal recreation experience or any combination of training and experience which provides the necessary knowledge, ability and skill needed for the position, CPR, First Aid and AED certification within four weeks of hiring, and a valid California Driver's License.

Recreation Specialists are an advanced level in the Recreation profession, possessing the skills and qualities of a more experienced Recreation professional in planning, organizing and executing recreation programs and events for the general public. The Recreation Specialist position requires at least two years of experience in the Recreation field or a related field, oversees Senior Recreation Leaders and Recreation Leaders, and performs a larger role in the development and marketing of programs and events.