



THE CITY OF TORRANCE IS ACCEPTING APPLICATIONS FOR

Community Services Leader I

\$11.31—\$12.46 per hour

The City of Torrance Community Services Department is currently accepting applications for Community Services Leader I!

This is a recurrent, part-time, hourly, as needed position. Under immediate supervision, a Community Services Leader I assists in planning and organizing Community Services activities; leads or assists youth and adult participants in Community Services activities; performs support services and does related work as required.

EXAMPLES OF DUTIES

- Leads or assists with Community Services activities and encourages youth and adult participants' interest in Visual & Performing Arts, games, sports, crafts, storytelling, the Farmers' Market and/or other events.
- Interfaces with the public and other personnel.
- Inspects facility and equipment to identify and report needed repairs for the safety of participants. Maintains inventory of equipment and supplies.
- Sets up facility and materials for Community Services activities and events; performs facility clean up after closing and events.
- Promotes and enforces established policies and procedures for facilities and programs.
- Assists in maintaining records including, but not limited to participation levels, participant satisfaction and program evaluation records.
- Performs related duties as required.

Depending on the assignment, any of the following duties may also be essential:

- Keeps score at games under the adult sports program.
- Officiates or coaches youth sports, leagues and tournaments.
- Assists with routine office tasks.
- Picks up and delivers program supplies.
- Operates audio-visual equipment.

SPECIAL REQUIREMENTS

Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. May lift or move up to 50 pounds with assistance.

QUALIFICATION GUIDELINES

Minimum Qualifications:

- Six months of recent, paid or volunteer work experience directly related to recreation or community programs and services involving public contact is desirable.
- Negative tuberculin (TB) test.
- *Some positions may require the following certifications:* A valid California Class C Driver's License. Certification in Red Cross or American Heart Association Basic Cardiopulmonary Resuscitation (CPR) is desirable.

Knowledge of:

- Basic Community Services activities and their rules and regulations.
- City and Department mission, including strategic goals and objectives.
- Community services equipment and supplies.
- First aid methods and safety practices related to recreational programs.

Ability to:

- Lead and direct Community Services activities;
- Enforce program policies, procedures, rules and regulations;
- Follow written and oral instructions as well as communicate effectively both orally and in writing;
- Provide effective customer service;
- Establish and maintain effective working relationships with the public and with other personnel;
- Work irregular hours, shifts, or weekends as required.

INTERESTED?

Interested applicants must submit an online City application and Supplemental Questionnaire available at www.TorranceCA.Gov/Jobs/. **Applications will be accepted on an open-continuous basis until there is a need in the Department.** Only those candidates whose experience best meets the needs of the City and the Department will be invited to participate in an oral interview.

Those who are successful on the interview will be placed on a "list for hire" that is created by the Human Resources Division. The "list for hire" will be valid for three months and the Community Services Department may contact you during that time frame. The "list" will also be used for any vacancies that may occur in the next three months.

Please Note: Contact will be made primarily via email and/or phone.

Your application will be kept on file for six (6) months from the time of application.

If you have additional questions, please contact Human Resources at JobInfo@TorranceCA.Gov or (310) 618-2915.

Special Notes: A candidate must successfully complete the following before being hired: medical exam, fingerprinting and results of a TB test (taken within the last 4 years).

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

CITY OF TORRANCE
COMMUNITY SERVICES LEADER I
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire form ***must*** be completed and submitted along with the City Application and Work Interest Form.

Note The “list for hire” that is created by the Human Resources Division after your interview will be valid for three months and you may be contacted by the Community Services Department at any time during that time frame to fill an open position in one of their programs.

1. On the City Application you will be submitting with this Supplemental Questionnaire form, you should complete the application with ALL (both paid and nonpaid) experience that would apply to this position. Think about the different categories below when completing the City Application.

Please check the box next to any of the categories below you may have participated in that applies to the position (***remember to add and describe the duties on the City’s application as well***).

Do you have experience in the following areas?	YES or NO	Number of Years	If Applicable, Describe Experience
Adult Sports Programs			
After School Programs			
Arts & Crafts Programs			
Babysitting/Babysitting Classes			
Boys/Girls Clubs			
Camp Counselor			
Church Group Programs			
Coaching			
Dance Classes/Cheer Squad			
Helping with Facility Setups			
High School Sports Programs			
Office Work/Office Assistant			
School Clubs			
Special Events			
Teacher’s Aide			
Teen Programs			
Volunteer Work			
YMCA			
Youth Sports Programs			

If you have any additional experience that qualifies you as a Community Services Leader I, please describe it below:

CITY OF TORRANCE
COMMUNITY SERVICES LEADER I
WORK INTEREST FORM

YOU MUST BE AVAILABLE TO WORK DURING THE DAYS & TIMES THE PROGRAM IS OFFERED. PLACE A CHECK MARK IN THE BOX BESIDE ANY AND ALL OF THE FOLLOWING PROGRAMS WHICH YOU ARE INTERESTED IN APPLYING FOR.

Note: The Eligibility List that is created by the Human Resources Division after your interview will be valid for three months and you may be contacted by the Community Services Department at any time during that time frame to fill an open position in one of the following programs:

- ADULT SPORTS PROGRAMS**
Participants are 18 years old and over. Adult Sports leagues play year-round at various City and Torrance School District facilities (also includes youth Hockey programs). Open Gym programs take place at the Sports Center at Wilson Park. Duties include opening, supervising and closing various facilities; setting up facilities with equipment required for classes, programs and rentals; light cleaning duties as needed; some clerical work, writing and computer skills are needed. The ability to lift and carry tables and chairs approximating 40 lbs. is needed.
Hours vary but are primarily weekday afternoons, nights and weekends.
- BASKETBALL
- ROLLER HOCKEY
- SOFTBALL
- VOLLEYBALL
- AFTER SCHOOL CLUB**
This program offers daily homework assistance, coordination of games, arts and crafts, sports, indoor and outdoor recreation activities.
The After School Program is offered during the TUSD school year (September – June), Monday – Friday from 2 – 6 p.m.
- CO-REC**
Opportunities available as needed.
Co-Rec is a co-ed dance program for Middle School students. Duties include supervising the dance program and recreation activities.
Co-Rec is offered during School Year on Fridays 6:00 p.m. – 10:00 p.m. usually held twice a month.
- CULTURAL SERVICES DIVISION**
The Cultural Services Division provides classes, programs, and events that enrich the citizens of the community. Setting up classrooms and studios with equipment required for art, dance, music, and other classes. Duties include opening and closing the Cultural Services offices and museum, clerical work, good phone, writing and computer skills. Ability to lift and carry tables and chairs and occasionally set up canopies.
The Cultural Services Division is year round. Hours vary and could be weekdays, nights and weekends.

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- DAY CAMP & PARK PROGRAMS**
These programs offer coordination of games, arts and crafts, sports, indoor and outdoor recreation activities and excursions.

Day Camp Programs are offered during “vacation breaks” over winter, spring and summer, Monday – Friday from 7 a.m. to 6 p.m. Park Programs are offered during the same “vacation breaks”, Monday – Friday, from 12 p.m. – 4 p.m.

- FARMERS’ MARKET**
Opportunities available as needed.

The certified Farmers Market is offered year-round on Tuesdays and Saturdays from 8 a.m. to 1 p.m. Duties include setting up equipment, supervising the general public, while enforcing City rules and regulations; and cleaning up after the Farmers’ Market is over.

Hours vary and could be weekdays and weekends. Hours start as early as 6:00 a.m.

- YOUTH SPORTS OFFICIALS**
Youth Sports participants are from Kindergarten through Eighth grade. Duties include officiating, keeping score and coaching Youth Sports league games.
Cheerleading program participants are Second – Eighth grade only. The program focuses around cooperation, self-confidence, respect, friendship and all the important foundations of cheerleading skills. Duties include choreograph and teach all cheers to participants. The coach will communicate with participants as well as parents. They must be able to organize practice and game schedules and all reports and paperwork.

Hours vary during weekday. Majority of hours are on Saturdays and can be all day.

- BASKETBALL (Programs run January – March)**
- VOLLEYBALL (Programs run April – June)**
- DODGEBALL (Programs run June – August)**
- FLAG FOOTBALL (Programs run September – December)**
- CHEERLEADING (Programs run September – December)**