



# City of Duarte

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IS ACCEPTING APPLICATIONS FOR:

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## RECREATION LEADER Rentals

- WAGES:** \$10.50 - \$12.27 per hour
- DUTIES:** Under the direction of the Recreation Supervisor, is responsible for managing the front desk counter, will maintain accurate records, will assist with the supervision of programs, excursions and special events. Will assist with the promotion all of Teen Center activities. Will be trained to act as staff person-on-duty during facility rentals for children's birthday parties and other rental activities. Must possess excellent customer service skills and relate well to children. Will help maintain the facility, along with other duties as assigned.
- MINIMUM QUALIFICATIONS:** Applicants must be at least 17 years of age and have a high school diploma or equivalent. Must show desire and enthusiasm to work with teens, and must demonstrate the ability to work cooperatively with fellow employees and the public.
- APPLICATION PROCEDURE:** Applications must be submitted to: City of Duarte Parks & Recreation Department, 1600 Huntington Drive, Duarte, CA 91010 or the Duarte Teen Center, 1400 Buena Vista Street, Duarte, CA 91010. Applications will be accepted until **Thursday, May 4, 2017**
- HOURS:** Approximately 10-15 hours per week. Must be available to work Saturdays and some Sundays until 10:00 pm, and some weekday evenings.

**If you have any questions regarding the position please contact:**  
City of Duarte Parks and Recreation Department  
Marilyn Mays, Recreation Supervisor