



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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**RECREATION LEADER III (PARKS)**  
**(SEASONAL/NON-CLASSIFIED)**  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** Community Service  
**SALARY:** \$17.50 hourly  
**FILING DATE:** Open: Wednesday, February 18, 2026  
Closes: Open Until Filled. *(May close at any time without advanced notice.)*

**EMPLOYMENT APPLICATION:**

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

**THE POSITION**

This is a seasonal, hourly paid position and works under the direction of the Recreation Leader III and/or the Recreation Supervisor. The Recreational Leader II – Parks works directly with children and is expected to work effectively with children, the public, other City staff members in the performance of assigned duties. **THIS POSITION MAY REQUIRE MORNING, EVENING, NIGHT AND HOLIDAY WORK.**

**ESSENTIAL FUNCTIONS**

*The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.*

- Working and communicating effectively with children, the general public, and other staff members.
- Supervising and planning the implementation of arts and crafts, sports, games and other child friendly activities.
- Organizing and implementing recreation programs at a designated site or facility.
- Assisting the Recreation Specialist with recreation programming.
- Training lower level Recreation Leaders.
- Promoting and developing the activities and services of the recreation department.
- Understanding and following both oral and written direction and work effectively and productively in assisting to lead and promote the efforts of the Recreation Department in a positive, friendly, and energetic manner.
- Performs other duties as necessary and required.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

- Be at least 18 years of age at the time of appointment.

- Must have a minimum of two (2) years part-time; or one (1) year full time recreation program experience in a local municipality.

#### Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

#### **RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position. The City’s employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification. Incomplete applications will be rejected from consideration.

#### **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplement questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant’s skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

If selected, a conditional employment offer will be made and the candidate will participate in a pre-employment process, which will include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination. The exam will include a drug screening.

#### **COMPENSATION AND BENEFITS**

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Part-Time Memorandum of Understanding. Benefits may change due to employer-employee negotiations. For additional details, refer to the City’s website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

#### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**