

WE'RE HIRING



Hourly Recreation Leader

The City is seeking an enthusiastic and responsible Recreation Leader to plan, organize, and lead a variety of recreation programs and activities for adults, youth, and teens. This position requires evening, weekend, and some holiday work.

KEY DUTIES

- Lead and supervise recreation programs, sports, and special events
- Ensure participant safety and maintain program records
- Provide excellent customer service to the public and participants
- Assist with clerical duties, program registrations, and payment processing
- Support department projects and community activities

QUALIFICATIONS

- High school diploma or GED required
- 3 years' experience in recreation programs or related field preferred
- Strong leadership, organizational, and customer service skills
- Ability to work independently and as part of a team
- Basic computer and clerical skills

LICENSES/CERTIFICATIONS:

- Valid CA Driver's License
- CPR & First Aid Certification (or obtained within 30 days of hire)

HOURS & BENEFITS

- Approximately 20 hours per week (not to exceed 1,000 hours per fiscal year)
- Part-time, hourly position – no benefits (other than those required by law)
- Pay: \$18.00 hr.

Apply online:

<https://cityofexeter.ca.gov/recreation-leader-position/>

This recruitment closes on September 12, 2025, at 9:00 a.m. please apply before the deadline to ensure you are considered.