



CITY OF TORRANCE
invites applications for the position of:

**COMMUNITY SERVICES LEADER III
(MADRONA MARSH VOLUNTEER
COORDINATOR) (AT-WILL)**

SALARY:
\$17.17 - \$18.94 Hourly

OPENING DATE: 05/03/18

CLOSING DATE: 05/24/18 05:30 PM

DESCRIPTION:

The City of Torrance Community Services Department is currently accepting applications for Community Services Leader III to assist at the Madrona Marsh Preserve and Nature Center as an Animal Care Volunteer.

The Madrona Marsh Preserve is the last remaining freshwater marsh in Los Angeles County. Within the approximately 45 acres, there are over 250 species of plants and 265 species of birds that use the Preserve during migration. The Nature Center Programs are designed to increase public awareness and promote environmental education and other nature/conservation related issues.

The **CSL III** will assist in the daily cleaning of exhibits, preparing diets, feeding animals, observing animals, record keeping, providing enrichment and are responsible for keeping all animal areas clean and disinfected. Some occasional public speaking and animal handling is required.

Job Duties & Responsibilities

The following duties represent the principal job duties; however, they are not all inclusive.

- Preparing diets and feeding animals;
- Cleaning animal enclosures and or holding areas;
- Observing animals' behavior;
- Record keeping;
- Organizing animal care supplies and cleaning food prep areas;
- Occasional public speaking;
- Other duties as required.

Hours: This is a recurrent, part-time, non-civil service, as needed position. Hours are approximately XX hours per week. This position will be expected to be available to work most weekends year-round, including most holidays.

MINIMUM QUALIFICATIONS:

Graduation from High School or equivalent and one year of recent part-time work experience directly related to recreation or community programs and services.

Ideal Candidate

In addition to the minimum qualifications, the ideal candidate will possess:

- A college degree in Natural or Environmental Science or Recreation, or a related field;
- Comfortable working with tortoises, turtle, snake's and amphibians;
- Leadership ability to oversee volunteers working in the Marsh and Nature Center.
- Public speaking and teaching skills;
- Proficient in Microsoft Suite, social media and internet research;
- Ability to write professional reports on nature and volunteer programs;
- A passion for nature and the outdoors.

HOW TO APPLY & EXAM PROCESS:

Interested applicants must submit an online application and supplemental application available at www.TorranceCA.Gov/Jobs. **Application submissions will be accepted beginning Tuesday, May 8, 2018 until Tuesday, May 29, 2018 at 5:30 p.m.** Only those candidates whose experience best meet the needs of the City and the Department will be invited to participate in an panel interview.

Panel Interviews are tentatively scheduled for the week of June 18, 2018.

If you have additional questions, please contact Melissa Loebel, Nature Center Manager, at MLoebel@TorranceCA.Gov or (310) 972-7725.

SPECIAL NOTES:

Applicants with disabilities who require special testing arrangements **must** contact Human Resources. If you have a disability for which you require an accommodation, please contact us at (310) 618-2915 no later than five (5) business days before the test date.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.TorranceCA.Gov/Jobs>

Job #18050023MMVC
 COMMUNITY SERVICES LEADER III (MADRONA MARSH
 VOLUNTEER COORDINATOR) (AT-WILL)
 KW

3231 Torrance Blvd.
 Torrance, CA 90503
 310-618-2915

jobinfo@TorranceCA.Gov

**COMMUNITY SERVICES LEADER III (MADRONA MARSH VOLUNTEER COORDINATOR)
 (AT-WILL) Supplemental Questionnaire**

- * 1. Do you have at least six (6) months of part-time experience working or volunteering in recreation or a specialty area such as gardening, habitat restoration, marine life or zoology?
 - Yes
 - No
- * 2. Are you able to work outdoors in a nature center for 3-6 hours at a time using hand tools weeding, planting and watering plants?
 - Yes
 - No
- * 3. Describe your experience working outdoors in a nature center or some other natural preserve.

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- * 4. The Madrona Marsh Preserve and the Nature Center is open 10:00am - 5:00pm, Tuesday through Sunday. Are you available to work during these hours?
 - Yes
 - No
- * 5. Describe your experience with planning and implementing recreation programs or activities. Include the type of activity or program and what your involvement was.

* Required Question