



EMPLOYMENT OPPORTUNITY Parks & Recreation

POSITION: Recreation Leader (seasonal, part-time)
DATE OPEN: April 1, 2019
DATE CLOSED: Open until filled. First review: April 26th
SALARY RANGE: \$13.65 to \$14.15 per hour

THE POSITION: The City of Fircrest is accepting applications for seasonal summer Recreation Leader. The position works under the general supervision of the Parks and Recreation Director. The Recreation Leader assists with, supports, and carries out programs and provides services as directed by either the Parks and Recreation Director or Recreation Coordinator. Recreation Leaders provide leadership for specific activities, supervise the Center or Park grounds, monitor the Game Room, set up for activities, help take program registration, organize low level games and activities for youth and families and provide front line supervision and leadership. Recreation Leaders must have a high school diploma or equivalent with some training in activity leadership.

TO APPLY

- A formal application form must be fully completed and submitted to:
Personnel Officer
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: jnappi@cityoffircrest.net
- Resumes alone are not sufficient for consideration, but may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.