



EMPLOYMENT OPPORTUNITY PARKS & RECREATION DEPARTMENT

POSITION: Recreation Leader (Regular Part-Time/ up to 69 hours per month)

DATE OPEN: September 26, 2022

DATE CLOSED: Open until filled. First review: October 17, 2022

2022 SALARY RANGE: \$15.30/hour to \$15.80/hour

THE POSITION: The City of Fircrest is accepting applications for a part-time Recreation Leader. This position Assist with the organization, planning, and implementation of a variety of recreation activities in various seasonal programs as assigned under the supervision of the Parks and Recreation Director and Recreation Coordinator. Provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons. Work hours will vary, up to 69 hours per month, and may include nights, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead recreational programs including but not limited to, special events, senior programs, instructional classes, youth activities, youth camps, adult or youth sports, and teen programming.
- Assist the Recreation Coordinator with the planning, coordination, and supervision of recreational programs, camps, after-school programs, and events.
- Provide room preparation for programs and rentals.
- Act in a leadership role over an assigned program in the absence of the Recreation Coordinator. Assist with the supervision of volunteers, staff, and program participants and exercise the necessary supervision of personnel to meet the needs of the activity, event, or program.
- Set up room or play areas for activities and events.
- Direct volunteers in carrying out an activity.
- Plan and carry out games, activities, and events for the afterschool and youth programs.
- Supervise the gymnasium, teen room, and other areas within the Community Center.
- Communicate feedback between participants and program supervisor.
- Prepare documents such as letters, forms, memos, accident reports, and rosters.
- Utilize software system to process program registrations and update client accounts.
- Attend meetings and training as assigned.
- Be actively involved with program participants and always engage in activities.
- Perform facility opening, closing, and minor custodial duties.
- Assist with other recreation programs as requested.
- Perform duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS

- Must be customer service-oriented with a cheerful attitude.
- Must be able to communicate effectively with the general public and fellow staff.
- Must be willing to work flexible hours, including weekends, evenings, and holidays, and fill in at different days and times when needed.
- CPR, First AID, and AED Certification within the last year.
- Must be 16 years of age or older

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machines; telephone; a mobile or portable radio; automobile and pickup truck.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, and talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

SELECTION GUIDELINES

Formal application, supplemental questions, rating of experience, oral interview, reference check, and job-related tests might be required.

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
Email: jwestman@cityoffircrest.net**

- Resumes and cover letters are encouraged and may be attached to the application form.
- Application packages 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 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 based on 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 workplace.
- The City of Fircrest is a drug-free workplace.

