



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
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POSITION ANNOUNCEMENT

Position:	P/T Recreation Leader I – Before & After School Programs Up to 35 hours/week
Salary:	\$11.50-\$14.14 per hour DOQ
Opening Date:	November 28, 2018
Closing Date:	Open until filled
Application:	www.siviewpark.org/careers.html

NATURE OF WORK:

Under the direction of the Recreation Coordinator, this position assists with the Si View before and after school programs serving youth entering grades K-5 at program sites located at Si View Community Center, North Bend Elementary School and Fall City Elementary School.

ESSENTIAL FUNCTIONS:

This is an entry level position. The primary function of this position is to assist in leading before and after school activities for youth. Applicants should have a strong interest in working with children and a strong knowledge of games, sports, arts & crafts and other recreation activities.

Duties include:

- Provides leadership and supervision of activities;
- Safeguards program participants and provides for a clean and safe working environment;
- Enforces facility, equipment, and program rules and regulations;
- Actively participate in activities while maintaining order and discipline;
- Leads participants on group outings and field trips;
- Reports injuries and accidents with proper forms and reports;
- Provides light janitorial services;
- Participate as part of the youth recreation team;
- Other duties as assigned by Recreation Coordinator.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) Minimum of 16 years old; (B) Knowledge of recreation activities for youth; (C) Ability to establish and maintain positive and effective working relationships with coworkers, participants, volunteers, parents and the general public.

Skills (position requirements at entry): (A) Communicating both orally and in writing, sufficient to exchange or convey information and to receive work direction; (B) Interpreting and applying departmental and program policies and procedures; (C) Assisting with supervising and organizing recreation activities; and (D) Physical ability sufficient to perform the essential functions of the position.

EDUCATION AND TRAINING

High school student or above with exposure to recreation or youth related work experience preferred; or an equivalent combination of education and experience which provides the necessary knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

LICENSES, CERTIFICATES AND REGISTRATION:

Adult, Child and Infant First Aid and CPR Certification required within thirty days of employment.

WORK ENVIRONMENT:

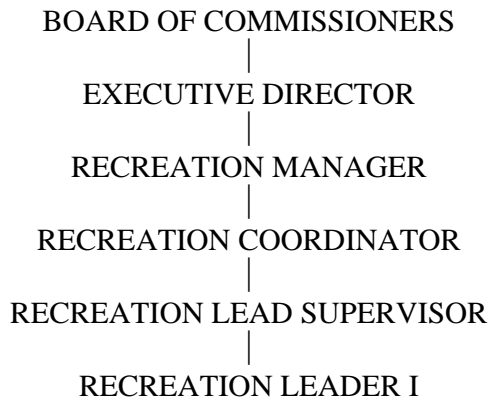
Work is performed primarily in an active setting at a Community Center or other designated camp location and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work requires active participation in program activities, requiring varying degrees of physical exertion. Work will involve moderate to loud noise levels and constant disruptions. Work is performed both indoors and outdoors regardless of weather conditions.

AN EQUAL OPPORTUNITY EMPLOYER

The Si View Metropolitan Park District is an equal opportunity employer. It is the District’s policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin or disability. The District provides reasonable accommodations to persons with disabilities.

The statements contained herein reflects general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORGANIZATIONAL RELATIONSHIP:



ORINATION DATE: June 26, 2018