



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
E-Mail: sloos@siviewpark.org

POSITION ANNOUNCEMENT

Position: Seasonal P/T - Building Supervisor I
Weekdays evenings, weekends

Salary: \$16.00-\$19.68 per hour DOQ

Opening Date: January 3, 2022

Closing Date: Open until filled.

Application: www.siviewpark.org/careers.html

NATURE OF WORK:

Under the direction of the Recreation Supervisor, this position is responsible for coordinating day to day activities at the Community Center and other Si View facilities including customer service, program support and administrative tasks. The work requires excellent communication and customer service skills due to considerable public contact.

ESSENTIAL FUNCTIONS:

Greets callers and visitors; handles and processes incoming agency calls, Responds to public inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual and/or supervisor for resolution.

Processes registrations, collects fees, reconciles computer accounts and balances daily cash register till. Safeguards program participants and provides for a clean and safe working environment. Enforces facility, equipment and program rules and regulations. Assists with equipment setup and clean up, which may include lifting up to 50 lbs. Opens/secures the facility and/or rooms and conducts frequent facility checks. Oversees the proper use of the facility by patrons and rental groups, and enforces rules and regulations as needed. Ensures facility cleanliness prior to and following program or rental use both inside and outside and assures proper clean-up of the facility by participants. Performs custodial duties as needed.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) General knowledge of recreation activities and philosophies; (B) Ability to work with minimal or no supervision; (C) Working knowledge of hazards and safety practices; (D) Ability to establish and maintain positive and effective working relationships with program staff, participants, rental groups, volunteers and the general public; and (E) Physical ability sufficient to perform the essential functions of the position.

Skill in (position requirements at entry): (A) Using computers and related software including word processing applications; (B) Communicating both orally and in writing, sufficient to exchange or convey

information and to receive work direction; (C) Interpreting and applying departmental and program policies and procedures.

EDUCATION AND TRAINING

High School Diploma or GED, college level course work in recreation and/or education preferred, and two years of related experience in a similar work environment; or any 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:

Valid Washington State driver’s license with driving record free from serious or frequent violations and Adult, Child and Infant First Aid and CPR Certification required within thirty days of employment.

WORK ENVIRONMENT:

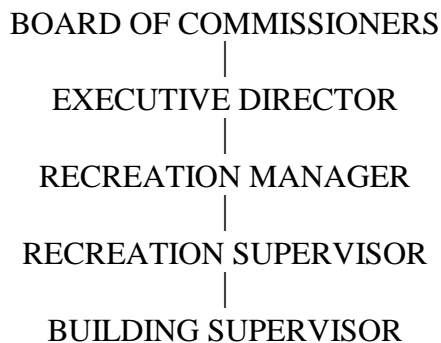
Work is performed primarily in an active setting at a Community Center and other district managed facilities and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work will involve moderate to loud noise levels and constant disruptions. Work is performed both indoors 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:



ORIGINATION DATE: January 3, 2022