POSITION ANNOUNCEMENT

Position: Seasonal P/T - Building Supervisor II
Farmers Market and Special Events Summer 2023

Salary: $18.55-22.81 per hour DOQ

Opening Date: March 13, 2023

Closing Date: Open until filled

Application: www.siviewpark.org/careers.html

NATURE OF WORK:
Under the direction of Recreation Coordinator, this position assists with operation of special events including a farmers market, summer concert series and other community wide events from June to September. The work requires excellent communication and customer service skills due to considerable public contact.

ESSENTIAL FUNCTIONS:
Assists with Thursday Farmers Market and Summer Concert series, and occasional weekend events including the North Bend Block Party, Movies at the Park, and Theater in the Park events. 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. Safeguards program participants and provides for a clean and safe working environment. Enforces facility, equipment and program rules and regulations. Assists with event and equipment set-up and clean-up, which may include lifting up to 50 lbs. Performs custodial duties as needed. Opens/secures the facility and/or rooms and conducts frequent facility checks. Oversees the proper use of the facility by patrons, and enforces rules and regulations as needed. Ensures facility cleanliness prior to and following program use both inside and outside, and assures proper clean up of the facility by participants. Collects fees, processes payments and reconciles accounts; other duties as assigned.

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, 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:

BOARD OF COMMISSIONERS

EXECUTIVE DIRECTOR

RECREATION MANAGER

RECREATION SUPERVISOR

RECREATION COORDINATOR

BUILDING SUPERVISOR

ORIGINATION DATE: March 1, 2023