



Peninsula Metropolitan Park District

5717 Wollochet Dr. NW, Gig Harbor, WA 98335

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

PENMET PARKS RECREATION LEADER I

Salary: \$13.50 - \$17.00/Hour (2021 Rate)
Represented

Bargaining Unit: Non-

Length of Position: Part Time – Available weekends and weekdays between 8:00 AM and 5:00 PM

Nature of Work

To assist with the organization, planning, and facilitation of a variety of recreation activities in various seasonal programs. To 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.

Job Duties & Responsibilities

May include but are not limited to the following programs; special events, senior citizens services, instructional classes, cultural and special events, adult or youth sports, youth or teens.

- Assist the Recreation Specialists/Coordinators with the planning, coordination and supervision of youth orientated programs, camps, after-school programs, and events
- 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
- Communicate feedback between participants and program supervisor
- Prepare documents such as letters, program evaluation forms, memos, accident reports, and rosters
- Utilize software system to process program registrations and update client accounts
- Able to make appropriate decisions as needed regarding personnel, activity, event or program
- Attend meetings as assigned
- Perform facility opening and closing responsibilities
- Perform minor maintenance and custodial duties
- Assist with other recreation programs as requested
- Perform related duties, as assigned

Necessary Knowledge, Skills, and Abilities

- Working knowledge of recreation programs, services and appropriate activities for youth; strong interest in working with youth
- Interact effectively and professionally with a wide variety of program participants, community members, and co-workers
- Must be creative, energetic, and patient
- Knowledge of basic needs and safety concerns associated with the care of assigned populations
- Ability to maintain a safe work environment in accordance with program and city policies and procedures for participants, patrons, co-workers and self.
- Ability to communicate clearly and concisely, both orally and in writing any incidents, decisions and issues pertaining to activity, event or program to assigned supervisor
- Experience, education and/or training that would provide the required knowledge and abilities to meet the needs of the program

Special Requirements

- Successful completion of pre-employment background check;
- Successful completion of pre-employment reference check;
- Valid State Driver's License with proof of satisfactory driving record;
- CPR, First AID, and AED Certification within the last year.
- 16+ Years of age
- Non-smoker;
- One year of experience working with children.

Working Conditions

Physical Requirements:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects

Work Environment:

Position is subject to environmental conditions. Activities occur inside and outside. Position is subject to noise, and/or vibration

PenMet Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

Application forms submitted via e-mail to esorensen@PenMetParks.org are preferred.

You may also submit application forms to:

PenMet Parks

Attn: Human Resources

PO BOX 425

Gig Harbor, WA 98335

Applications available at www.PenMetParks.org

Closing Date: *This is a Continuous Posting: Applications will be reviewed every Two weeks until the position is filled.

Selection Guidelines

Will include: formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, NCSI background check, as well as examination of current driver's abstract

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

PenMet Parks is an Equal Opportunity Employer.