



Recreation Leader
Seasonal – March 1 to November 1

Opening Date: Continuous Opening

Salary Range: \$16.28 - \$18.00/hour

NATURE OF POSITION:

Oversee and interact with children in a fun and positive manner while conducting sports and enrichment programs. Observe and enforce safe behaviors while maintaining a high standard of professionalism and excellent customer service to all visitors and participants.

REQUIRED MINIMUM QUALIFICATIONS:

Must be 15 years of age; background check completed; first aid and CPR.

DESIRED QUALIFICATIONS:

Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries, and include a criminal background check. Completed application packages can be mailed, emailed, or faxed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION:

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

JOB DESCRIPTIONS:

To obtain a copy of the full job description and class specification for this position, please contact us at: hr@wallawallawa.gov or 509.527.4475.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.

EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED:

General direction and oversight are provided by the Recreation Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity - Collaboration - Equity - Leadership - Community
2. Comply with the City of Walla Walla's work safety standards and procedures.
3. Administer first-aid and follow standard procedures to prevent the spread of blood borne pathogens.
4. Respond quickly to rescue and emergency situations.
5. Prepare and set-up equipment prior to the start of each shift.
6. Wear a uniform (Staff shirt).
7. Attend all mandatory trainings, complete accurate reports of behavior issues, accidents, and incidents.
8. Prepare to organize art, crafts, games, physical activities, sports, and educational programs to youth.
9. Provide appropriate correction participants.
10. Perform general paperwork duties such as lunch forms, sign in and out sheets, and corrective action sheets as needed.
11. Facilitate the placement including set up, breakdown and storage of gear, shade, and safety cones.
12. Respond to inquiries and complaints from the public and provide information as appropriate.

OTHER JOB FUNCTIONS:

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Perform other duties as assigned.
7. Respect the value of diversity in the workplace and the community.

KNOWLEDGE, SKILLS AND ABILITIES:

- First Aid and CPR to ensure they can offer help if an issue arises.
- Understand and follow oral and written directions.
- Ability to respond appropriately to an emergency situation.
- Knowledge of location of park or school.
- Interest and experience in working with kids in a caring and patient manner.

TOOLS AND EQUIPMENT USED:

Sports equipment, craft supplies, and game supplies.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 40 pounds.

WORK ENVIRONMENT:

Work is performed in all types of weather conditions and around children, noise and distractions.