



Metro Parks Tacoma Employment Opportunity

RECREATION ASSISTANT

SPECIALIZED RECREATION

CLOSING DATE: Open Until Filled

SALARY: \$9.67 - \$11.19 per hour (DOQ)

LOCATION: South Park Community Center

HOURS: 10 - 20 hours per week year around, hours and days per week may vary and include weekends and evenings.

SUPERVISOR: Kodi Smith Doty

CLASSIFICATION: This position is classified as a part-time/seasonal position and is not eligible for health benefits or paid leave. Enrollment in the WA state retirement system may be mandatory. This position is an at-will position with no written or implied contractual agreement.

DUTIES:

Responsible for assisting individuals with developmental disabilities to participate in sport and recreational community based activities; leading group recreation activities for people and disabilities; completing necessary documentation as required; performing other related duties as assigned, including Special Olympics. Responsible for assisting people with physical disabilities participate in adaptive sports and recreational programs, including Paralympics and Wounded Warriors; other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Excellent oral and written communication skills required
- Valid Washington driver's license with at least 5 years driving experience and good driving record.
- Ability to meet deadlines and timelines
- Ability to work both as a part of team and independently
- Ability to do heavy pushing and lifting as required
- One year of college credits and/or one year of working with people with disabilities
- Must be able to and be willing to work flexible schedule that includes evenings and/or weekends.

LICENSE & OTHER REQUIREMENTS:

- Current valid First Aid and CPR Card
- Employment is subject to a National Background and Washington State Patrol background inquiry pursuant to RCW 43.43.832
- Job applicants must be able to prove authorization to work in the United States at the time of a job offer as required by the 1986 Federal Immigration Reform and Control Act. Documentation establishing authorization to work may include a Social Security Card, picture ID and/or other approved documentation.

PHYSICAL DEMANDS:

Seeing to prepare written or typed recreational and leisure program material and monitor activities. Hearing and speaking to conduct classes and exchange information. Walking over rough or uneven surfaces during field trips.

APPLICATION PROCESS:

Applicants must submit an official completed and signed Metropolitan Park District application form. Resumes received without the required application form will not be accepted. Applications can be obtained at the Metro Parks Tacoma Administration building located at 4702 S. 19th St., Tacoma, WA 98405 or by visiting the Metro Parks Tacoma web site at www.metroparkstacoma.org.

Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information.

SELECTION PROCESS:

Those applicants showing evidence of meeting the minimum qualifications and appraisal of experience and training may be scheduled for further review. Metro Parks may elect to give an exam to those candidates scheduled for further review. It is the responsibility of the applicant to supply sufficient information and detail to permit Metro Parks to properly evaluate their qualifications and abilities as they relate to the position.

EQUAL OPPORTUNITY:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.

GENERAL INFORMATION:

Please clearly indicate the position that you are applying for on the application form. Your application will be forwarded to the appropriate hiring supervisor for the position. It is the responsibility of the applicant to supply sufficient information and detail to permit a proper evaluation of your qualifications and ability as they relate to the position.

A completed and signed application form is required. A response of "see resume" will not be considered an adequate response and may eliminate you from the process. You may attach a resume, however, it is not required. The information from your resumes will not be used to determine if minimum qualifications are met. All qualifying information must appear on the application form.

It is your responsibility to make copies of your application and/or resume if needed. Metro Parks Tacoma will not return or make copies of any items supplied for the application process.

Due to the high volume of seasonal/part-time applications received, MPT is unable to respond to every application. Applicants selected for further review of a seasonal and/or part-time position will be contacted directly by the hiring manager.

Positions may require weekend shifts and may require night shift, holiday, and overtime.

Metro Parks Tacoma is a drug and alcohol free workplace.

All positions are at-will positions, with no written or implied contractual agreement.

NOTE: THE PROVISIONS OF THIS APPLICATION DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED HEREIN MAY BE MODIFIED AND/OR REVOKED WITHOUT NOTICE.