



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

JOB TITLE: Activity Leader / Attendant

JOB LEVEL: Level I

EDUCATION &/OR CERTIFICATIONS REQUIRED: None

HOURLY WAGE: \$9.25 - \$11.25

OVERVIEW:

Monitor and direct a variety of youth & adult activities. Plan, organize, & lead activities in a variety of environments and settings. Direct use of equipment and perform minor maintenance. Promote safety and fairness in program areas.

BASIC REQUIREMENTS:

1. Experience working with diverse groups of people.
2. Good customer service skills.
3. Knowledge of safety rules for program areas.
4. Ability to work a variety of diverse hours, including days, evenings, weekends and holidays.
5. Ability to perform custodial duties as needed and assigned.
6. Maintain First Aid & CPR certifications

KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to communicate effectively with diverse groups of people.
2. Ability to handle conflicts & respond to problems & customer concerns.
3. Ability to be flexible & able to move from one activity to another during a shift.
4. Ability to do minor cleaning & maintenance.
5. Ability to recognize & respond to safety and emergency situations.
6. Demonstrate initiative & be comfortable in a leadership role.

DUTIES & RESPONSIBILITIES:

1. Monitor and direct open gym, playground, open skate, childcare and/or other activities or facility areas as required or assigned.
2. Provide customer service as required.
3. Resolve arguments and altercations.
4. Enforce rules and time limits.
5. Maintain equipment to ensure safety.
6. Collect fees and handle cash payments.
7. Set-up and take down activity equipment as assigned.
8. Complete reports as required.
9. Maintain cleanliness of facility area of responsibility
10. Plan, organize and lead daily activities and events.
11. Perform facility maintenance as required.
12. Follow all Portland Parks & Recreation rules, policies, & procedures.
13. Maintain excellent communication with all staff & customers through verbal & written means.
14. Wear Portland Parks & Recreation name badge or staff clothing while on duty.
15. Attend all mandatory staff meetings and required trainings.

Southwest Community Center

6820 SW 45 Avenue

Portland, OR 97219

Tel: (503) 823-2840 Fax: (503) 823-2860

Administration

1120 SW 5th Ave., Suite 1302

Portland, OR 97204

Tel: (503) 823-7529 Fax: (503) 823-6007

Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.

www.PortlandParks.org • Sam Adams, Mayor • Mike Abbaté, Director

- 16. Recognize and promptly respond to safety hazards and emergency situations.
- 17. Other duties as assigned.

EXAMPLES OF POSITION ASSIGNMENTS:

Drop-In Program Monitor
 Gym Monitor
 Roller Rink Attendant

	Step 1	Step 2	Step 3	Step 4
Year 1	\$9.25	\$9.50	\$9.75	\$10.25
Year 2	\$9.50	\$9.75	\$10.00	\$10.50
Year 3	\$9.75	\$10.00	\$10.25	\$10.75
Year 4	\$10.00	\$10.25	\$10.50	\$11.00
Year 5	\$10.25	\$10.50	\$10.75	\$11.25

Wage increases are determined by years of service plus satisfactory annual evaluations. All new employees will start at Step 1 unless they have demonstrated education or experience that meets the following criteria. A Recreation Supervisor must approve entry wage and wage progressions, and may override requirements for step increases.

Employees must meet every requirement in each step to qualify for that step. Step 1	No experience necessary
Step 2	High School diploma or GED; A minimum of 250 hours working &/or volunteering in a related field.
Step 3	1 year of college/vocational education with a major course work in a related field; A minimum of 500 hours working &/or volunteering in a related field.
Step 4	BA/BS in related field or equivalent

SCHEDULE & PAY RANGE

This is an at-will position. There are occasionally maintenance weeks and holidays when schedules may be changed based on business needs. The work schedules of all members of the Southwest Community Center team will vary. The shift work may include any portion of time 6:00am to 10pm daily (including weekends). Schedules are adjusted based on facility needs. C

Currently, the shifts to be covered are evenings and weekends.

APPLICATION

To apply, deliver, fax or mail application, application, cover letter & resume to:

Southwest Community Center
 Attn: Sports Coordinator, Tim Haberman
 6820 SW 45th AVE
 Portland, OR 97219

Southwest Community Center
Staff Application

Southwest Community Center
6820 SW 45th AVE
Portland, OR 97219
503-823-2840



Position applying for:

Activity Leader – Gym Attendant

Name: _____

Date: _____

Present Address:

Street: _____ City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Available to work from the date of _____ to _____

Best time to call: _____

Education:

High School: _____ City/State: _____

Post High School: _____ City/State: _____

Major Area of Study: _____ Years Completed: 1 2 3 4 5 6

List any degrees, awards: _____

Current Credentials:

	Issuing Agency	Issue Date	Expiration Date
First Aid/CPR	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Skills/Training:

Are you conversant in a language other than English? If yes, please specify:

Do you have other special skills or training?

Related Skills

Please check all that apply:

- Versed in the sport of Basketball and its rules
- Versed in the sport of Volleyball and its rules
- Greeting clients and patrons
- Ability to de-escalate tense situations
- Ability to keep participants safe
- Supervising patrons in gym activities
- Willingness to perform maintenance and janitorial duties
- Maintenance of gym equipment and gym storage closets

Professional References:

Name: _____

Phone: _____

Relationship: _____

Name: _____

Phone: _____

Relationship: _____

Name: _____

Phone: _____

Relationship: _____

Informational Questions:

Why are you interested in this position?

What skills, training or experience qualify you for this position?

Please explain your definition of "great customer service".

Signature:

The information provided in this staff application is true, correct and complete. I understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that information provided to Portland Parks & Recreation will require verification. These checks will include driver's license and criminal background checks, as well as job and personal references. I give my permission to allow verification of all information given.

Signature: _____

Date: _____