Job Opportunity

Recreation Coordinator- Adult Community Center

$18.78/hr - $24.17/hr DOQ. This is a part-time (20 hrs/wk) with prorated benefits position.

 Under the general supervision of the Parks & Recreation Director this position is responsible for year round senior programs and activities, development coordination and the operation of the Adult Community Center. Prepares schedules, maintains program files, keeps accurate records and prepares reports.

Participates in or may even oversee the planning, scheduling, coordinating, supervising, and budgeting of senior programs and scheduling of the Adult Community Center for outside user groups. Orders and maintains supply inventory for programs and facilities as determined by supervisor. Is responsible for receiving all monies.

A Bachelor’s Degree with a major in Recreation or related field is desirable and two (2) years progressively responsible experience in varied (year-round) recreational programming or equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above described duties. (See job description for specific job duties and responsibilities).

Successful candidate must pass pre-employment background and reference screening. Application packets are available at <http://westlinnoregon.gov>; West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068; or call (503) 657-0331. Please submit a City of West Linn application, resume, and letter of interest to City Hall, Department of Human Resources by

June 3, 2013 at 4:00pm. EEO

Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran’s preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran’s disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.