

REC SITE SUPERVISOR

Department: Parks & Recreation

Employee Group: Limited Duration

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade:

Date: January 2019

JOB DESCRIPTION:

The City of West Linn is recruiting for temporary (non-benefited) positions to work in the Parks and Recreation Department's summer programs June through August, 2018.

Recreation Site Supervisors are part time and will work **30-40 hours** a week (some weekend and evening work). Oversees summer program, including the supervision of staff and program participants; organizing and scheduling activities; and the maintenance of onsite records, including detailed accident and incident information. Previous Recreation experience is strongly preferred.

EXAMPLES OF DUTIES:

- Communicate verbally.
- Contributes to a positive work environment.
- Work in inclement weather.
- Work a regular schedule established for the position.
- Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

MINIMUM QUALIFICATIONS:

Requires daily attendance, a valid driver's license and a good driving record. **Candidates must be at least 18 years of age.** College students enrolled in areas of Leisure Studies, Recreation, Education or P.E. are encouraged to apply. Successful candidates must pass pre-employment screening process.

SUPPLEMENTAL INFORMATION:

West Linn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, West Linn complies with applicable state and local laws governing nondiscrimination in employment in every location in which West Linn has facilities.

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 as well as the City's Veteran's Preference Form, 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.