



# City of Spokane Valley

## Employment Opportunity

### Position: Recreation Specialist

**ABOUT THE CITY:** Spokane Valley is a city with a population of over 109,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is developing a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a regular, full-time Recreation Specialist. The ideal candidate will have exceptional professional and communication skills and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Under the supervision of the Recreation Coordinator, assists in the planning and implementation of a wide variety of programs, community events, and recreational activities for children, adults and/or older adults. Organizes and supervises activities and events for the community through City recreation programs and co-sponsored programs. Develops, implements, and promotes health education, outdoor recreation programs, day camps, classes, events, services and more. Responds to public inquiries about Spokane Valley parks facilities, and the Spokane Valley Senior Center made by telephone, correspondence, or during public meetings. Prepares a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs and services. Coordinates, schedules and maintains related records and statistics for programs and personnel for the Spokane Valley Senior Center.

**DESIRED MINIMUM QUALIFICATIONS:** **Education and Experience:** Graduation from a four-year college or university with a degree in recreation, gerontology, leisure studies, or a closely related field and two (2) years of relevant or related experience in coordinating recreation programs including working with older adults. An equivalent combination of education and experience may be considered. Ability to obtain First Aid and CPR certifications within 90 days is required. **Necessary Knowledge, Skills and Abilities:** current knowledge of issues, trends and interests for the area and age groups of assignment, which include older adult programs, day camps, adult and youth recreation programs, special classes and special events; knowledge and skill in administering First Aid and CPR; ability to coordinate varied activities involved in community recreation programs; ability to establish and maintain effective working relationships with customers; ability to communicate effectively both orally and in writing. An ability to form positive relationships with employees at all levels of the organization and a willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal check, and pre-employment physical are requirements of employment in this position at the City of Spokane Valley.

**SALARY:** Full salary range is in Grade 12, \$25.48 - \$39.52 per hour DOQ plus excellent benefit package. This is a represented, FLSA non-exempt position.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an MissionSquare 401(A) Social Security substitute plan with the same contribution rates as FICA. All positions in the City are considered at-will.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application resume, cover letter and list of five (5) work-related references via our Online Application System at [spokanevalleywa.gov](http://spokanevalleywa.gov) - click on Jobs.

**APPLICATION DEADLINE:** Apply Immediately. Posted September 23, 2024.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090**