



City of Spokane Valley Employment Opportunity

Position: Temporary-Seasonal Rec. Assistant – Park Ambassador

ABOUT THE CITY: Spokane Valley is a city incorporated in 2003, with a population of over 106,000, 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.

ABOUT THE PARKS AND RECREATION DEPARTMENT: The Spokane Valley Parks and Recreation Department provides residents and visitors with over 343 acres of unique parks and open areas, a variety of quality recreation programs, community events, CenterPlace Regional Event Center, a Senior Center, and three outdoor pools operated seasonally. The department strives to support strong community values and improve livability by providing and promoting quality recreation areas, programs, and facilities.

ABOUT THE POSITION: Spokane Valley is seeking up to two highly qualified and enthusiastic employees to serve our City as a part-time seasonal-temporary Recreation Assistant-Park Ambassador. At least one individual must be able to work Friday evenings and Saturdays and Sundays. The ideal candidate will possess exceptional professional skills and a strong desire to provide superior customer service to both internal and external customers, and be a cooperative team member willing to take direction. This position works outdoors and is in contact with the general public, and Parks and Recreation staff.

SELECTED EXAMPLES OF DUTIES: This position as a **Park Ambassador** reports to the Parks and Recreation Director. Primary duties of the Park Ambassador are to: provide a high level of customer service while assisting park patrons and staff; educate park users regarding proper park and trail etiquette, rules, and regulations; and report and monitor park conditions, hazards, vandalism, suspicious activities and/or broken park equipment. This includes taking an active role in protecting/preserving the City of Spokane Valley Parks; interacting effectively and courteously with park users and program participants; interacting with organized as well as informal groups; and being a presence at large park events in a non-enforcement capacity to provide information, advise of violations, or address public safety concerns. Other duties include attending meetings and trainings with staff, and assisting with other recreation programs as needed.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Must be at least 18 years of age, have current First Aid and CPR certifications or the ability to obtain them prior to starting work. Previous park/outdoor employment or comparable experience highly desired. **Necessary Knowledge, Skills and Abilities:** Must be able to physically work outdoors for extended periods of time in all kinds of weather conditions, and lift 20-50 lbs. Must have skill in operation of various vehicles and equipment. Must have ability to work effectively as a member of a team and effectively communicate with staff and the public. Must show the ability to work cooperatively and tactfully with other staff and be able to express ideas clearly, both verbally and in writing.

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

COMPENSATION: Compensation will be \$16.24-\$17.24 an hour and work approximately 20-40 hours a week. This position will work from approximately Memorial Day weekend through October 1. This is an at-will, non-represented FLSA non-exempt seasonal/temporary position.

APPLICATION INITIAL REVIEW: Position open until filled.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our [Online Application System](#). The application form can be found at ww.spokanevalley.org. Click on Jobs.

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

PLEASE POST

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