



# City of Spokane Valley Employment Opportunity

## Position: Temporary-Seasonal Rec. Assistant – Park Program Lead

**ABOUT THE CITY:** Spokane Valley is a city incorporated in 2003, with a population of over 107,000 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 & 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:** Why join our organization? We are a small hard-working team in the business of building better lives through the power of parks and recreation. Spokane Valley Summer Park Program is a unique program that greatly serves the needs of our communities most precious assets, our youth. Park Program Leads work independently at Spokane Valley Park, providing recreation experiences for children during their summer break. This program greatly impacts the underserved youth of Spokane Valley who are in the most need of role models, recreational activities, and a safe, enriching environment to thrive. This program partners with the East Valley School District Meal program and also provides FREE breakfast and lunch to children in the park during the summer. The position of Park Program Lead takes an exceptional leader who is a hard worker, creative, experienced, self-motivated, reliable and has a true passion for working with youth. Park Program Lead works with children 3-15 years of age, Monday through Thursday, 20 hours a week during the summer months. Park Program staff also have the opportunity to gain additional hours working other summer recreation events and programs. There will be extensive staff training prior to the start of the program. The Park Program runs mid-June through late August. All staff members are expected to work the full duration of the program.

**SELECTED EXAMPLES OF DUTIES:** The ideal candidate will have a genuine passion for children. The Park Program Lead is responsible for the supervision and safety of the participants in the FREE Park Program. The Park Program Lead needs to be experienced in working with children, a strong communicator, reliable, detail-oriented, dependable, and professional.

Primary duties of this position include but are not limited to:

- Planning, developing, coordinating, and executing all the program activities.
- Actively engage with participants by leading activities and crafts and engage with them daily.
- Prevent accidents and injuries, administer First Aid, and properly report and document all incidents.
- Working through stressful situations utilizing strong communication skills, leadership, and patience.
- Serve as a role model to participants demonstrating high standards of personal conduct.

**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 experience teaching or working with children ages 3-15 years of age highly desired. **Necessary Knowledge, Skills and Abilities:** Must be able to physically play and demonstrate games, work with arts and crafts materials, and work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs. 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 with other staff and be able to express ideas clearly, both verbally and in writing. Applicant must be available through late August.

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

**COMPENSATION:** Wage will be \$16.28 - \$17.78 an hour and work approximately 20-30 hours a week for 10 weeks during the summer. This position is ineligible for City sponsored benefits including PERS retirement. However, the position is covered by Workers Compensation insurance and subject to Federal withholdings for Social Security, Medicare, and income taxes. This is an at-will, non-represented, FLSA non-exempt, temporary-seasonal position.

**APPLICATION INITIAL REVIEW:** First Review on March 1, 2024; position open until filled.

**TO APPLY:** Interested and qualified people 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 [www.spokanevalleywa.gov](http://www.spokanevalleywa.gov) click on Employment.

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

**PLEASE POST**

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