



CITY OF TUKWILA

6200 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 433-1831 Job Line: (206) 433-1828

Visit <http://www.tukwilawa.gov> for additional employment information

POSITION OPENING

POSITION	TEMPORARY - P/T RECREATION LEADER I YOUTH & TEEN PROGRAMS TUKWILA COMMUNITY CENTER PARKS & RECREATION DEPARTMENT
JOB NO.	11-19
SALARY	\$8.67 – \$9.55 Per Hour/DOQ (Position will not exceed 1040 hours in a 12-month period)
OPENING DATE	Tuesday, December 27, 2011
CLOSING DATE	An original City of Tukwila employment application must be received in the Human Resources Office no later than 5:00 p.m. This position is open until filled Postmarked and faxed applications are <u>not</u> accepted.
GENERAL PURPOSE	A temporary part-time position assigned to the Tukwila Community Center. Hours of work will vary. Assists recreation staff with direct program leadership, general supervision and general operation of an assigned recreation program.
MINIMUM QUALIFICATIONS	(A) Minimum of 16 years old; (B) Currently enrolled in High School, and satisfactory progress while enrolled is required, or possess a High School Diploma or GED; (C) Strong interest and ability to lead activities in art, sports and games for youth; (D) Ability to communicate effectively, orally and in writing; (E) Ability to establish and maintain positive and effective working relationships with program participants, volunteers, and the general public.
SPECIAL REQUIREMENTS	Must possess a valid Washington State Driver's License/ID; Must be physically capable of assisting and participating in physical activities; Must maintain current American Red Cross Standard CPR and First Aid certifications.
KNOWLEDGE SKILLS & ABILITY	(A) Friendly, positive and supportive customer service skills to respond to public inquiries regarding programs, activities, events, and rentals: in person and on multi-line phone system; (B) Physical ability sufficient to perform the essential functions of the position.

ESSENTIAL
DUTIES

Provides direct leadership, general supervision, and general operation of an assigned program.

Safeguards program participants and provides for a clean and safe working environment.

Maintains and oversees the proper use of equipment and supplies by participants.

Completes and maintains proper forms, reports, and information for recreation staff.

Enforces facility, equipment, and program rules and regulations, taking appropriate disciplinary action with participants when necessary.

Assist with planning, scheduling, and organizing of various events and activities.

Other duties vary based on specific responsibilities for each position.

SELECTION
GUIDELINES

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

The City of Tukwila is a smoke-free working environment.

The City of Tukwila is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.



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EMPLOYMENT APPLICATION

Department of Human Resources
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POSITION APPLYING FOR	
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GENERAL INFORMATION	Name <i>(last, first, initial)</i>
	Street Address
	City/State/Zip

CONTACT INFORMATION	Preferred <input type="checkbox"/> Phone: _____ <i>method of contact</i> <input type="checkbox"/> Email: _____	Alternate Phone: _____ Work Phone: _____ <i>May we contact you there?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
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WORKING FOR THE CITY	If hired, date available to start work: _____	Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Prior to starting work, documentation showing identity and authorization to work in the U.S. must be provided.</i>
	Are you a current or former City of Tukwila employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", which position/department? _____	Duration of employment: from (date): _____ to (date): _____
	Any relative(s) employed by City? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" Name: _____ Department: _____	Relationship: _____

LICENSE INFORMATION	Do you currently have or can you obtain a valid Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No
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EDUCATION/ TRAINING	Name & address of high school attended _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", do you have GED certification equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
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College or University	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

TRAINING – List any vocational, on-the-job, military, etc., training that would be useful in the position for which you are applying.	Dates Attended		Hrs/Credits completed
	From (month/year)	To (month/year)	

SPECIAL ABILITIES	Type of Experience	Amount/Level of Expertise
<i>Technical skills, professional licenses, etc.</i>		

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EMPLOYMENT HISTORY	Beginning with your present or most recent employment, list your employment history. Include military service, self-employment, volunteer experience and periods of unemployment. <i>This section MUST be completed even if a resumé is submitted.</i>	PLEASE NOTE: <i>Submitting a resumé is strongly encouraged.</i>
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Employer's Name		Position		
Address		Primary duties		
Supervisor	Phone			
Employed: <i>From</i>	<i>To</i>			
Number of employees supervised by you	Hours worked per week	Starting \$ salary per	Last \$ salary per	
May we contact this employer?	Reason for leaving			

Employer's Name		Position		
Address		Primary duties		
Supervisor	Phone			
Employed: <i>From</i>	<i>To</i>			
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– Attach another Employment History page if more space is needed –

PROFESSIONAL REFERENCES	Name	Place of Employment / Title	Phone
<i>(exclude immediate supervisors)</i>			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application will be grounds for elimination from further consideration or – if employed by the City of Tukwila – for dismissal. I hereby authorize the City or an independent investigating agency to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's date



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SUBMIT THIS PAGE WITH APPLICATION

ADDITIONAL INFORMATION

RECRUITMENT INFORMATION	Position you are applying for:	
How did you <i>first</i> learn about this position?	ONLINE: <input type="checkbox"/> www.TukwilaWA.gov <input type="checkbox"/> www.NWJobs.com <input type="checkbox"/> www.AWCNet.org	PRINT: <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Printed Job Announcement <i>Specifically:</i>
	IN PERSON: <input type="checkbox"/> Human Resources walk-in <input type="checkbox"/> At a City facility	HEARD: <input type="checkbox"/> City employee <i>Name of employee:</i> <input type="checkbox"/> Friend or relative
	OTHER:	

EQUAL EMPLOYMENT OPPORTUNITY	The City of Tukwila is committed to non-discrimination in its employment practices. We would appreciate your help in providing the following statistical information. Your responses are strictly voluntary. This information will be used for EEO record-keeping purposes only, will be kept confidential and will be separated from your application.
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
ETHNIC CATEGORY: <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Two or more races <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Other:	

CRIMINAL CONVICTION	The City of Tukwila is mindful of its obligation to employ qualified persons and of its entitlement under law to consider an applicant's convictions record as it relates to job performance. <i>A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.</i> The City will perform criminal background checks on all applicants for positions in which the incumbent would be working with minors or at-risk adults. The following question MUST be answered by all applicants in order for this application to be considered complete.
Have you been: convicted of a felony or released from prison within the last ten (10) years, or convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please provide details regarding the crime and the sentence or fine imposed.



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REFERENCE CHECK PERMISSION/ AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will be checked for finalists only

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information provided by me to the City of Tukwila is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Tukwila's interests, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Tukwila, in consideration of the review of my employment application, do authorize the City to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have provided on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Tukwila from any liability for future references it may provide regarding my work history at the City.

It is my intention that any copy of this authorization be as effective as the original.

Applicant's signature: _____

Please print name: _____

Today's date: _____