



# Peninsula Metropolitan Park District

PO BOX 425 Gig Harbor WA 98335  
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## PENMET PARKS RECREATION TECHNICIAN – SPECIAL POPULATIONS

**Rate of Pay:** \$19 - \$22 /hour

**Length of Position:** Approximate 5-15 hours per week. Friendship Club for teens and young adults with disabilities is held one day per week for 2 hours. Other programs and camps will be scheduled through the year.

**Nature of Work:** Performs a wide range of professional-level coordination and implementation of recreation programs for special populations.

### ***Job Duties & Responsibilities:***

- Plans, implements and coordinate recreation activities for youth, teen and adult with special needs.
- Design new programs, collaborate with area providers, parents and school district to determine program needs.
- Provide on-site leadership and instruction to program participants; lead program participants in programs and activities in assigned areas.
- Provide information to recreation instructors and participants regarding program registration and scheduling.
- Promote and market recreation activities in the community, create user groups and outreach.
- Completes and maintains proper forms, reports and information for the program.
- Perform a variety of administrative tasks in support of recreation programs; provide customer service, respond to questions, collect fees, process registrations. Assisting with district special events.

### ***Necessary Knowledge, Skills, and Abilities:***

- Knowledge of the basic needs and safety associated with the programming of activities for special populations.
- Knowledge, skill and ability for marketing, public relations and promotional techniques and activities.
- Ability to explain recreation and District related functions verbally and in writing.
- Skill in the use of automated systems related to recreation.
- Advanced skill and experience in the use of automated word processing programs, spreadsheet programs, related graphics, and office automation software.
- Knowledge and skill related to the organizing of records, files and other materials in hard copy and electronic format.
- Ability to maintain confidences and routinely handle sensitive materials.
- Ability to anticipate and solve administrative and operational problems.
- Ability to establish and maintain effective working relationships.

- Ability to prioritize tasks, elicit cooperation and resolve conflicts.

***Minimum Qualifications & Experience:***

Bachelor's degree in Recreation, Education, Psychology or related field and one year experience in coordinating and leading specialized recreation programs or an equivalent combination of education, training and experience. Excellent computer skills, attention to detail and effective oral and written skills required. Previous work experience in Parks and Recreation highly desired.

***Special Requirements:***

- Successful completion of pre-employment background check.
- Successful completion of pre-employment reference check.
- Valid State Driver's License with proof of satisfactory driving record.
- Non-smoker.

***Working Conditions:***

Work is performed in an office environment, off-site recreation facilities, and at outdoor locations. Incumbents are expected to work on a flexible schedule, including evenings and weekends as dictated by district programs and special events. Work may be physically demanding when assisting in recreation activities and special events. Prolonged periods of time may be spent sitting and working at a computer terminal and using telephones.

**To apply:**

**Application forms submitted via e-mail to [esorensen@PenMetParks.org](mailto:esorensen@PenMetParks.org) are preferred.**

Submit application form to:  
PenMet Parks  
PO Box 425  
Gig Harbor, WA 98332

Applications available at [www.PenMetParks.org](http://www.PenMetParks.org) or at the PenMet Parks office located at 10123 78<sup>th</sup> Ave, Gig Harbor, WA, 98332.

Closing Date: Open until filled

***Selection Guidelines:***

Will include: formal application; review of education and experience, written response to structured questionnaire, testing, oral interview, reference check and SSCI background check.

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 or related to logical assignment to the position.

*PenMet Parks is an Equal Opportunity Employer.*