



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

PENMET PARKS YOUTH SPORTS REFEREE (RECREATION LEADER III)

Salary: \$13-17 /hour (2019 Rate)

Bargaining Unit: Non-Represented

Length of Position: Year Round. Part Time – weekends

Nature of Work

Provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons. Assist with the organization, planning, and implementation of a variety of recreation activities in various seasonal programs under the supervision of Recreation Specialist as assigned and a wide variety of populations.

Job Duties & Responsibilities

May include, but are not limited to the following programs; special events, senior citizens services, instructional classes, cultural and special events, adult or youth sports, youth or teens.

- Maintain awareness of new developments in the recreation field and offer suggestions to the Recreation Programmer or Specialist.
- Supervise and implement the execution of an activity, event or program with minimal direction.
- Exercise the necessary supervision of personnel to meet the needs of the activity, event or program.
- Communicate incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.
- Supervise and implement the distribution, care, use of supplies and equipment for assigned programs.
- Responsible for the completion and filing of accident and statistical reports, incidents and issues pertaining to program proceedings as required.
- Able to make appropriate decisions as needed regarding personnel, activity, event or program.
- Perform on-site program inspections and evaluations to ensure compliance with program and district safety policies and procedures.
- Attend meetings as assigned.
- Some positions will require the performance of additional position accountabilities.
- Assist with other recreation programs as requested.
- Perform related duties, as assigned.

Necessary Knowledge, Skills, and Abilities

- Knowledge of basic needs and safety concerns associated with the care of assigned populations.
- Ability to maintain a safe work environment in accordance with program and city policies and procedures for participants, patrons, co-workers and self.
- Ability to communicate clearly and concisely, both orally and in writing any incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.
- Experience, education and/or training that would provide the required knowledge and abilities to meet the needs of the program

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;
- 16+ Years of age
- Non-smoker.

Working Conditions

Physical Requirements:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.

Work Environment:

Position is subject to environmental conditions. Activities occur inside and outside. Position is subject to noise, and/or vibration.

To Apply

Application forms submitted via e-mail to esorensen@PenMetParks.org are preferred.

You may also submit application forms to:

PenMet Parks
 Attn: Human Resources
 10123 78th Ave NW
 Gig Harbor, WA 98332

Applications available at www.PenMetParks.org or at the PenMet Parks office located at 10123 78th Ave NW, Gig Harbor, WA, 98332.

Closing Date: *This is a Continuous Posting: Applications will be reviewed every 2 weeks until the position is filled.

Selection Guidelines

Will include: formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, State Patrol background check, as well as examination of current driver's abstract.

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 logical assignment to the position.

PenMet Parks is an Equal Opportunity Employer.