

Kelsey Creek Farm Park Farm Assistant
Recreation Assistant II or III

Pay Range: \$9.00-\$12.50

Hours: varies depending on the week, approximately 16-20 hours per week

Payroll Title: Recreation Assistant 2 or 3

Department/Division: Parks & Community Services/ Recreation

Employment Status: 1040

Closing Date: Open until filled

Job Summary

This position involves multi-step processing where multiple options must be identified and considered requiring the ability to handle a variety of tasks, work effectively and be flexible. The position provides daily care for the farm animals at Kelsey Creek Farm Park which is open to the public every day of the year. The job includes cleaning stalls and pens, feeding and handling farm animals, interacting with park visitors, and assisting with programs.

Primary Responsibilities

- Clean stalls, pens and assorted other animal housing and equipment.
- Feed, groom and handle farm animals.
- Interact with visiting public, answering questions.
- Record information in caretaker day book
- Adhere to basic safety and security standards.
- Provide a high level of customer service for the participants and staff.
- Other duties as assigned.
- Report any unsafe situations or conditions
- Administer medication and provide basic medical care
- Program assistance as determined by supervisor.
- Provide additional support to full time staff as needed
- Work independently
- Carry out all responsibilities in all types of outdoor conditions and times of day, including weekends and holidays.

Qualifications

- Applicant should be knowledgeable in and have some experience in basic animal care & handling.
- Must be a self-starter and able to work independently.
- Needs to have good customer service skills and ability to work effectively with individuals and groups.
- Must be able to lift up to 50 pounds
- Strong organizational skills, demonstrating the ability to handle and prioritize multiple programs and work loads.
- Ability to think creatively

- Ability to pay close attention to detail
- Ability to handle stress and pressure
- Ability to use good judgment.
- Ability to work flexible hours.
- High school diploma or equivalent
- Ability to work cooperatively and collaboratively with others
- Work involves several related and/or unrelated steps requiring the ability to adapt various procedures to differing situations. Subjective judgment is exercised in selecting/interpreting conflicting data. .
- Apply a variety of established procedures and policies to the solution of problems in the decision-making process. Answer to problems may not always be obvious, involving the need for resourcefulness in decision-making consistent with established procedures.
- Be able to work a flexibly scheduled and could include some evenings, weekends and some holidays

Physical Demands

- Work involves walking, talking, climbing, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms..
- Employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- Noise level in the work environment can be moderate to high depending upon the time of day and the program level and type.
- May need to work a varied schedule depending on the program demands of the center.
- Work is physically demanding
- Will work with multiple tasks or large volumes of work.

Definition of a 1040

There is no specific end date for employees in this status. Therefore, working in this status can be on going for as long as required by business necessity. However, employees in this status cannot work more than 1,040 hours per calendar year, from January 1 to December 31.

- On-Going Work of the City - Hired to work a maximum of 20 hours or fewer per week on an on-going basis, as long as 1,040 hours within a 12-month period of time are not exceeded.
- On-Call – Hired to work on a substitute or on-call basis with no guaranteed minimum hours of work, as long as 1,040 hours within a 12-month period of time are not exceeded.
- Combination Jobs - Can be hired to fill a combination of jobs as long as 20 hours per week or 1,040 hours within a 12-month period of time are not exceeded.

- Periods of Full Time - Can be assigned to work more than 20 hours per week up to full time on a temporary basis without transforming the assignment to a benefited position, as long 1,040 hours within a 12-month period of time are not exceeded.
- If the employee exceeds working 1,040 hours within a 12-month period of time in any capacity described above, the employee must be off payroll until January 1 of the new year.
- Must be hired through the Informal Selection Process.
- At-will for the duration of the 1040 Part Time status.

How to Apply

Applications may be obtained by returning to the Temporary Jobs page and click on the appropriate link or picked up at Service First Counter on the main floor of Bellevue City Hall, 450- 110th AVE NE, Bellevue, WA 98004.

Send completed applications with resume to:

City of Bellevue
Parks and Community Services Department
Kelsey Creek Farm Park
Attn: Pam Myers
P.O. Box 90012
Bellevue WA 98009

**For more information, call Pam Myers at 425.452.4106 or email
pmyers@bellevuewa.gov**