

## **Community Center Assistant**

**Pay Range:** \$9.35 - \$12.20 per hour, depending on experience

**Hours:** Evenings and weekends.

**Payroll Title:** Recreation Assistant II

**Department/Division:** Parks & Community Services/Recreation

**Work Site:** South Bellevue Community Center

**Employment Status:** 1040 MEBT II

**Closing Date:** Open until filled

**Schedule:** This position is part-time, approximately 10 - 17 hours per week.

### **Job Summary:**

The City of Bellevue is currently seeking Recreation Assistants for the South Bellevue Community Center. In partnership with Boys & Girls Clubs of Bellevue, the Community Center is designed to be “a partnership for a healthy community” and a place where you can make improvements in how you live your life. SBCC features a double gym, fitness/wellness center, dance studio, climbing wall, challenge course and community space for rentals. The physical address for the South Bellevue Community Center is 14509 SE Newport Way, Bellevue, WA 98006.

This position reports to the Community Services Program Coordinator. Primary duties include; front desk support, providing information to the public, in person and on the phone; collecting fees for facility programs; and registering patrons for a variety of facility programs using a computer. Assistant will be expected to gain extensive knowledge of the recreation programs offered at South Bellevue Community Center and educate the public about programs. In addition to these duties, assistant may monitor the safety and cleanliness of the office and variety of rooms. May be required to educate the public to promote habits and attitudes that lead to safe recreation. Assistant may be required to work special events, evenings, weekends and split shifts. Individuals must be mature, trustworthy, and able to work independently. The employee is subject to an annual evaluation. A Washington State Patrol background check is a condition of employment.

This is a Temporary/1040 position. This position is director-approved and employees are considered at-will for the duration of their status. All temporary positions must work in one employment status at a time. Temporary employees are not eligible for the full array of benefits offered to benefited employees, but are eligible to participate in PERS or MEBT II in accordance with state law and city administrative procedures.

### **Job Responsibilities:**

- Provide quality customer service for the patrons and staff.
- Answer and route incoming calls.
- Handle transactions, which will include cash, checks, and charges.

- Assume responsibility for shift reports and accountability of funds.
- Collect admissions fees and register patrons using CLASS registration software.
- Inform patrons of rules and policies of the City of Bellevue.
- Assist with cleaning the office and other areas of the facility as assigned.
- Attend scheduled staff trainings.
- Communicate clearly and provide accurate information to the public.
- Respond to emergency situations.
- Report any damage, incidents and injuries using appropriate forms.
- Complete reports accurately and in a timely manner.
- Work with other City of Bellevue employees to provide safe conditions for the public.
- Report any unsafe situations or conditions.
- Adhere to blood borne pathogen training and safety standards.
- Other duties as assigned.

**Qualifications:**

- Knowledge of general office procedures, and ability to use office machines (i.e. copy machine, fax, adding machine).
- Ability to work with others in a friendly and professional manner.
- Carry out work assignments. Includes using word processing, spreadsheet, database software, and internet.
- Ability to cooperate with others, communicate in a diplomatic fashion and present a positive image of city services.
- Ability to cope with interruptions, prioritize work; organize documentation, and coordinate work.
- Ability to mesh numerous task assignments, cope with interruptions, and meet deadlines.
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information.
- Valid driver's license and good driving record.
- Current First Aid/CPR certification or willing to obtain within first 6 months of employment.
- Must pass a Washington State Patrol criminal background check.

**Physical Requirements:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

- Able to perform duties involving physical labor; such as bending, kneeling, standing, reaching, climbing, stooping, squatting, pushing, and twisting.
- Able to lift 50 pounds.
- Ability to assist during emergency situations.

**Definition of a 1040 Employee:**

- 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**

Application may be downloaded from the Temporary Jobs page, or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110<sup>th</sup> Ave NE, Bellevue, WA 98004.

**Send completed applications to:**

City of Bellevue  
South Bellevue Community Center  
Attn: Shawn Fenn  
P.O. Box 90012  
Bellevue, WA 98009-9012

***Do not* mail applications to the Community Center address.**

For more information, call Shawn Fenn at 425-452-4240 or email at [sfenn@ci.bellevue.wa.us](mailto:sfenn@ci.bellevue.wa.us)