

Job Title of 1040 Position

Pay Range: \$9.85 - \$12.20 per hour

Hours: 2.5 – 10 hours per week

Payroll Title: Recreation Assistant II

Department/Division: Parks Enterprise

Employment Status: 1040

Closing Date: Open until filled

Position Summary

The City of Bellevue is currently seeking positive and energetic people to provide general supervision for the adult basketball and volleyball leagues. There are three seasons: fall, winter, and spring with games/matches played typically Sunday through Thursday evenings at various community and school gyms in the community.

This position reports to the Community Services Supervisor, but frequently interacts with the League Assistant and Lead Gym Supervisor. Individuals must be able to work independently, communicate and enforce policies and league rules, and provide excellent customer service.

Primary Responsibilities

- Provides customer service, direct leadership, and general supervision of the adult sports leagues.
- Open/close and supervise gym facilities.
- Provides for a clean, safe, and secure environment.
- Maintains and operates the proper use of equipment and supplies by participants.
- Completes and maintains proper forms, reports, and information for staff.
- Enforces facility, equipment, and program rules and regulations, taking appropriate disciplinary action with participants when necessary.
- Administer first-aid, if necessary.

Qualifications

- Must have reliable transportation.
- General knowledge of basketball and/or volleyball league rules and equipment.
- Ability to keep score for basketball
- Present a neat and professional appearance and attitude.
- Able to diffuse conflict effectively when necessary.
- Ability to obtain First Aid and CPR training.
- Work effectively and communicate with the public, supervisor, and fellow employees.
- Follow written and oral instructions.
- Must have Washington State Patrol form cleared.
- 18 years of age or older.

Physical Demands

- 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.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- The noise level in the work environment is usually moderately quiet.
- Assist with program set-up and take-down.

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

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 – 110th Ave NE, Bellevue, WA 98004.

Send completed applications with resume, if desired to:

City of Bellevue
Parks Enterprise – Adult Programs
Attn: Brad Bennett
P.O. Box 90012
Bellevue, WA 98009

For more information, call Brad Benentt at 425-452-4278 or email Brad at bbennett@bellevuewa.gov