

## Highland Center Recreation Assistant III

**Pay Range:** \$13.50 per hour

**Hours:** 6-8 hours per week

**Payroll Title:** Recreation Assistant III

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

**Employment Status:** 1040

**Closing Date:** Open until filled

### Position Summary

This position will assist and supervise adults with disabilities in a community based recreation program.

### Primary Responsibilities

List job duties. Be specific, and include as many bullet points as needed to describe the primary responsibilities.

- Assist with the planning and implementation of Wednesday day program for adults
- Drive 8 or 14 passenger vehicle for outings
- Monitor program for safety
- Set up and Clean up for a variety of recreation activities
- Adhere to blood borne pathogen training and safety standards
- Work independently in community setting

### Qualifications

List required and desired qualifications/work experience. Be specific, and include as many bullet points as needed.

- Must be 21 years of age or older
- Prior work experience or education in field
- Experience working in a recreation setting
- Good organizational skills
- Good driving record and Washington State Drivers License

### 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.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- **Work will be physically demanding at times while working with physically disabled people and may require pushing those in wheelchairs.**
- **Will work with multiple tasks or large volumes of work.**
- **Other duties as assigned.**

### 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 obtained by returning to the Temporary Jobs page, or picked up at the Service First Counter on the main floor of Bellevue City Hall, 450 – 110<sup>th</sup> Ave NE, Bellevue, WA 98004 (new location as of 2/21/06).

### **Send completed applications with resume, if desired to:**

City of Bellevue  
Parks & Community Services Department  
Highland Community Center  
Attn: Kim Indurkar  
P.O. Box 90012  
Bellevue, WA 98009

**For more information, call Kim Indurkar at 425-452-7686 or by  
email [kindurkar@ci.bellevue.wa.us](mailto:kindurkar@ci.bellevue.wa.us)**