

Recreation Assistant – Teen Services

Hourly Salary: \$9.35 - \$13.10

Hours: M/T/Th/F; 2:30 – 5:30 p.m. Wed; 1:30–5:30 p.m.

Payroll Title: Recreation Assistant II

Department/Division: Parks & Community Services/Teen Services

Employment Status: 1040 Temporary Status

Closing Date: Open Until Filled

Job Summary:

City of Bellevue Teen Services is seeking recreation assistants to assist in planning and leading after school recreation activities, sports, arts & crafts, games, and field trips at Tillicum, Highland, & Odle Middle Schools. Experience in working with diverse youth desired.

Primary Responsibilities

- Provide arts/crafts, sports, games and varied activities to middle school youth Monday – Friday from when school is out until 5:30p.m. each day following the Bellevue School District schedule.
- Insure students adhere to policies for the after-school Club Bellevue program.
- Provide consistent supervision of 50-85 youth each day, make sure staff are roaming and not sitting at a table with one another chatting. Encourage co-workers to engage themselves in the activities with the kids.
- Insure students sign in/out of program each day. Take the student number and transfer it to your chart in your book.
- Make sure bus passes are handed out to participants each day for activity bus. You can assign a staff member to do this.
- Insure materials for daily activities are set up and available to participants.
- Decorate the walls with posters, monthly calendars, photos, etc.
- Report all problems and concerns to the Recreation Coordinator immediately, no matter how small.
- Lead activities.
- Write in log daily.
- Create monthly wall calendar working with support staff.
- Promote program by creating large banners/posters for the walls

Qualifications

- Must be 18 years or older.
- Knowledge of the principles, rules, materials and equipment required in a variety of recreational activities.
- Work effectively and communicate with the public and fellow employees.
- Follow written and oral instructions.
- Must have previous experience working with youth.
- Present a neat and professional appearance.
- Enthusiastic and positive outlook.
- Must pass a Washington State Patrol clearance.

How To Apply

Application may be obtained by [clicking on this link to the application form](#), or picked up at City Hall, 3rd Floor, Human Resources Department located at 11511 Main Street, Bellevue, WA 98004.

Send completed applications with resume, if desired to:

Judi Hagen, Recreation Program Coordinator
P.O. Box 90012
Bellevue, WA 98009

For more information, call Judi Hagen at 425-452-2846 or email at JHagen@ci.bellevue.wa.us

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.