

Position Title: Recreation Assistant

Pay Range: Starts at \$8.35 per hour

Hours: 15-20 hours per week

Department/Division: Parks and Community Services/Recreation

Employment Status: 1040 part-time position

Closing Date: Open until filled

Position Summary- Applicant will be working at Crossroads Community Center. Shifts available between the hours of 9am-8pm Monday thru Saturday. Applicant will work an average of 15-20 hours a week.

Primary Responsibilities

- Interacting with a diverse group of youth and teens in a recreational community center setting.
- Applicant should feel comfortable leading games and activities for youth ages 7-18.
- Applicant will be responsible for supervising the gym, games room and the front desk.

Qualifications/Requirements

- Graduation from High School or GED equivalent required.
- Experience working with youth and teens preferred
- Prior work experience or education in recreation or a related field preferred.

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 obtained by returning back to the Temporary Jobs page, or picked up at the Service First counter on the 1st floor at City Hall, now located at 450 – 110th Ave NE, Bellevue, WA 98004.

For more information, call 425-452-4874 or email

janderson@ci.bellevue.wa.us

Send Completed applications to:

Contact's Name: Jeannie Anderson

Contact's Location: Crossroads Community Center

16000 NE 10th Street

Bellevue, WA 98008