



CITY OF NEWPORT, OREGON RECREATION LEADER - SPORTS

The City of Newport is seeking a motivated individual for the position of Recreation Leader - Sports. This is a seasonal part-time/non-exempt position, working up to 20 hours a week. Hourly wage: \$10.27/hr.

This position will assist and oversee participants and volunteers in recreation and sports programs, activities and facilities.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency AND six months related experience.

KNOWLEDGE: Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of athletic activities. Knowledge of the philosophy and objectives in sports, and the purpose, use, and benefit of various elements of specific practices used during recreation and sports programs. Basic record keeping practices.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment, analytical and problem solving, decision making skills, effective public relations and public speaking skills, following oral and written directions and effective verbal and listening communication skills.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to establish and maintain effective working relationships with employees and City officials. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS:

Certification in Infant and Child CPR, First Aid, Adult CPR and AED within three months of hire. Oregon Driver's License or ability to obtain.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the Recreation Leader - Sports is expected to supervise, oversee and monitor recreational and sporting events in all weather conditions. He/she will be expected to lift, carry and manage equipment and supplies and participate in and train others in the rules of sport. He/she may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities. The Sports Recreation Leader may be participating in and leading strenuous physical activities, both indoors and out.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location may be indoors and outdoors where most of work period occurs in a recreation center, gymnasium, swimming pool, athletic fields, parks or other recreation facilities. Outdoor work may occur with exposure to all types of weather.

TO APPLY: Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at www.newportoregon.gov, or can be picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport Recreation Center, 225 SE Avery Street, Newport, Oregon 97365. **No phone calls, please.** The position is open until filled.

The City of Newport is an EEO and Veteran's Preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.