



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 regular/non-exempt position, working up to 20 hours a week during the school year, and up to 40 hours a week during the summer. Salary range: \$9.31 - \$10.33/hr.

This position will assist with sports and recreation activities, events and competitions for youth and adults throughout a calendar year. The successful applicant will provide a healthy, safe and discipline experience while overseeing participants and volunteers in recreation and sports programs, activities and facilities.

Duties will include but are not limited to communicating with the public, preparing and maintaining safe sports programs and activities, monitor the use of recreation equipment and facilities, being familiar with rules, procedures, and regulations for sports activities, and preparing and maintaining records and reports related to work activities.

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.

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 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, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. The position is open until filled.

The City of Newport is an EEO and veteran's preference employer.