



## CITY OF NEWPORT, OREGON RECREATION LEADER

The City of Newport is seeking a motivated and professional individual for the position of Recreation Leader. This is a regular part-time/non-exempt position, working up to 19 hours a week. Hourly wage: \$12.59/hr.

This position will provide healthy, safe recreation experiences for children and adult participants and volunteers in recreation activities and programs. Oversee small groups of children independently and large groups of children as a member of a team.

**REQUIRES THE ABILITY TO WORK A FLEXIBLE SCHEDULE TO INCLUDE ANY HOURS THAT THE RECREATION CENTER IS OPEN FOR BUSINESS. THIS INCLUDES NIGHTS AND WEEKENDS.**

### **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 experience would be: A high school diploma or equivalency AND six months' experience in child care or related experience.

**KNOWLEDGE:** Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of children's activities. Knowledge of the philosophy, and objectives of the childcare, and the purpose, use, and benefit of various elements of specific programs available during childcare. Methods and techniques for record keeping and filing.

**SKILLS:** Skill in the use of childcare equipment. Strong time management, organization, and prioritization skills. Customer Service orientation and skills. Effective conflict resolution, and leadership; exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; Strong reasoning, and problem solving skills combined with excellent judgment and professionalism. Strong math skills.

**ABILITIES:** Ability to establish and maintain an effective and professional working relationship with City management, employees, Council members, other entities, parents, and the general public. Ability to communicate effectively and professionally, both orally and in writing, with individual and groups. Ability to organize, engage and motivate youth activities, display customer service techniques to deal courteously with program participants and to solve minor problems. Position is a frontline Mandatory Reporter and must have the ability to communicate with DHS or other agencies with any related issues. Understand, interpret, and apply general administrative, City and departmental policies and procedures. Ability to multi-task and to work with frequent interruptions. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations. Understand and follow instructions. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Ability to work a flexible schedule.

### **SPECIAL REQUIREMENTS:**

Valid Oregon Driver's License at time of hire.  
Certification in Infant, Child CPR, and First Aid within 3 months of hire  
Adult CPR and AED within 6 months of hire.  
Oregon Food Handler's License within 2 weeks of hire.

### **DESIREABLE QUALIFICATIONS:**

Education or training in childcare.  
Education or training in child psychology or child behavior.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to

twenty-five pounds and rarely lift or move materials over sixty pounds. The position may require the ability to operate a motorized vehicle. Manual dexterity and coordination are required approximately 30% of the time to operate equipment such as computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards, including biohazards and obstacles in the work area.

**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](http://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: [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). 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.

All offers of employment are subject to successful completion of a pre-employment background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.