



EMPLOYMENT OPPORTUNITY

POSITION: **LATE NIGHT GYM STAFF**

DEPARTMENT: Parks & Recreation
WAGE: \$10.00 per hour, part-time position
POSTING DATES: September 24, 2007 – until filled

THE POSITION:

Responsible for the program planning and implementation of activities for the youth of Skagit County at the Field House and Main Gym at the Burlington-Edison High School. Creates healthy activities to attract youth during times when alternatives are not available. Works in a team atmosphere to promote and work with youth in a variety of settings. Reports to the Recreation Coordinator via Late Night Gym Supervisor. From time to time, individuals in this position may be asked to fill in as a facility monitor or recreation assistant.

ESSENTIAL FUNCTIONS:

Assists with planning and implementation of activities for youth. Organize and lead activities. Communicate regularly with Burlington Parks and Recreation Staff.

Makes posters, signs, distributes materials, and submits accident reports and any other reports as required. Attends meetings and training as assigned. Requires frequent interaction with public.

It is expected that all employees present a positive image of the City of Burlington to various users and participants. Work requires ability to deal with individuals of various age groups abilities, and skill level, especially teens. This position will deal with a variety of confidential issues that will require discretion at all times.

MINIMUM REQUIREMENTS:

Must be 18 years of age and have a valid Washington State Drivers license. Prior experience working with youth, especially teens, strongly desired. Must be able to successfully pass a background review including criminal history and driving record. Fluency in the Spanish language is desired. Current First Aid/CPR certification or ability to obtain within three (3) months of employment.

APPLICATION PROCESS:

All applicants must submit a completed City of Burlington application form, cover letter and resume. Applications must be submitted to the City of Burlington Parks & Recreation Department, 900 East Fairhaven, Burlington, WA 98233. Faxes and emails will not be accepted. You may electronically access a City of Burlington application, job announcement and job description at www.ci.burlington.wa.us.

SELECTION PROCESS:

Following a review of the applications, the highest qualified applicants will be interviewed and may be tested. Any offer of employment is contingent upon applicant successfully passing a background check. All applicants not selected will be notified in writing.

EQUAL OPPORTUNITY/NON-DISCRIMINATORY EMPLOYER: All qualified persons will be considered for employment without regard to race, color, creed, national origin, age, sex, religion, veteran status, marital status, or the presence of physical, sensory or mental disability, or any other characteristic protected by law, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient performance of that occupation. The City of Burlington is committed to a non-discriminatory recruitment and appointment process.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with directions on the front of this announcement. Applicants are responsible for the truth of all statements. Misrepresentation and incomplete or inaccurate entries may be the cause of application rejection, removal from the employment list or discharge from City service. Your application must be received in the department noted on the front of this announcement. Unless otherwise specified, faxes, email and postmarks are not accepted.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYEE BENEFITS

PAID LEAVE: Sick leave, holidays and vacation provisions are provided through City policy or union contract. Currently, regular City employees receive 11 paid holidays per year. Vacation day rates are increased at regular intervals based on length of City service. Sick leave is earned at the rate of 8 hours per month.

RETIREMENT: All regular employees of the City are mandatory members of the State of Washington Public Employee's Retirement System (PERS) except Law Enforcement Officers and Firefighters who are members of the Law Enforcement Officers' and Firefighter's Retirement System (LEOFF). Employees and the City contribute jointly to the plans.

GROUP INSURANCE: Regular full-time employees and their eligible dependents are covered by dental and vision insurance plans. Employees may be required to pay a portion of the monthly premium for dependent medical insurance coverage. Employees are covered by a medical insurance plan. Employees are covered by the State Industrial Insurance Act.

EMPLOYMENT

HOURS OF WORK: City employees have a work week of 40 hours, Monday through Friday, however, some positions require night shift, holiday, overtime and weekend work.

SALARY INCREASES: The City provides for a regular progression of salary increases based on satisfactory job performance.

UNION AFFILIATION: Job classifications covered by union security provisions may require union membership, dues, or payment of equivalent services fees. If hired, contact a supervisor or union representative to determine the union security provision if any, which may apply to your position.

TRIAL PERIOD: Regular full-time status is subject to successful completion of a 6-month trial period (12 months for Police and Fire Department employees).

PRE EMPLOYMENT DRUG SCREENING & BACKGROUND CHECK: Any offer of employment may be contingent upon the applicant passing a urinalysis test for drug abuse and a background check.

ELIGIBILITY LISTS: The City of Burlington reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to six (6) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. The City of Burlington is committed to a smoke-free environment.

CITY HALL

**CITY OF BURLINGTON, 900 E. FAIRHAVEN AVE., BURLINGTON, WA 98233
(360) 755-0531, www.ci.burlington.wa.us**