



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



JOB ANNOUNCEMENT

Job Location: Multiple Sites

Job Title: Playground Activity Leader

Brief Job Description: responsible for designing, implementing & supervising a daily/weekly schedule of activities for an outdoor, drop-in program held in a Portland park. Must be available to work the entire season (June 17-August 23, 2013 with mandatory trainings the evening of Wednesday, June 12 and the afternoon of Sunday, June 16) and pass a criminal background check. Must be able to work in culturally and economically diverse neighborhoods. Must be certified in First Aid/CPR by June 18, 2013.

Requirements:

- 19 years of age or older by 6/18/13
- Experience leading activities and supervising youth participants (passive/active games, crafts, and sports)
- Experience in youth drop-in programs preferred
- Certification in First Aid/CPR by 6/18/13
- Food Handler's Permit by 6/10/13, if assigned to a site with federal free lunch program
- A few positions may include driving and these positions will require a valid driver's license and acceptable driving record.

Responsibilities: Employee is responsible for leading activities supervising youth participants at outdoor settings (park playground) which are located in culturally and economically diverse neighborhoods. Plans, organizes, promotes, leads and conducts a comprehensive program for children's drop-in recreation activities. Maintains discipline and safety and administers basic first aid. Responsible for maintaining cleanliness and safety of program space. Employee must be willing to work in all weather. Must be able to supervise youth and consistently model appropriate behavior. Employee may not have family members or friends at job site.

Wage and Work Week

\$9.50 – \$11.25 hour based on qualifications, education and experience - 20, 30, 35 or 40 hour work week

Application Due Date: Priority will be given to complete application packets received by Wednesday, April 17, 2013

Application Information: Applications are a PDF; this can be filled in and returned by email (to pksummerplay@portlandoregon.gov), or printed, completed and mailed, faxed or dropped off to East Portland Community Center. Details on application.



FAQ's (Frequently Asked Questions) Playground Activity Leader Position SUMMER 2013



WHAT IS THE JOB?

Playground Activity Leaders are responsible for the following:

- Leading activities and supervising youth participants at an outdoor setting (park playground).
- Planning, organizing, promoting and conducting a comprehensive drop-in program for children.
- Maintaining discipline and safety and administering basic first aid.
- Maintaining cleanliness and safety of program space.

Federal Lunch Program:

Most sites are open sites for the Federal Lunch program; employees receive training on how to distribute lunches and oversee the program; Food Handler's permits are required for "lunch sites."

Two types of position:

There are basically two types of positions; 1) those that are assigned to one (or possibly two) parks and all their work is based out of the park, and 2) positions in the mobile program, that travel with staff and supplies/equipment to more than one park each day to bring creative crafts, organized games, songs, sports and more to the children at the park.

WHAT IS THE MINIMUM AGE REQUIREMENT?

All Playground Activity Leaders must be 19 years old by the first day of the job.

WHAT ARE THE DATES OF EMPLOYMENT?

Wednesday, June 12 – Thursday, August 23, 2013 (tentative; program may end on 8/16)

- Wednesday, 6/12 - 5:30-9pm, off 6/13-6/15;
- Sunday, 6/16 - 2-5pm;
- Monday, 6/17 – 4 hours as arranged with supervisor
- Programs starts on Tuesday, 6/18

HOW MUCH DOES THE JOB PAY?

First year employees will make between \$9.50 – \$11.25 per hour, based on qualifications, education and amount of experience working and/or volunteering with youth.

HOW MANY HOURS A WEEK WILL I WORK?

We have 20 hour, 30 hour, 35 hour and 40 hour positions. On the application, you can indicate the number of hours you prefer to work, and how important the number of hours is to you.

WILL I WORK WEEKENDS? WHAT DAYS WILL I WORK?

The majority of the positions are Monday through Friday, with a very few positions involving the weekend. On the application, you can indicate the days you are available to work, and how important this is to you. If you are **not available** for the mandatory training and Monday-Friday, for the entire season (June 17 – August 23), your chances of being offered a position is very limited.

WHAT HOURS WILL I WORK?

Some sites open as early as 9am and some stay open as late as 10pm, but most sites operate between the hours of 9:30am and 6pm. You can indicate on the application what times of day you are available to work.

WHAT TYPE OF PERSON DOES WELL IN THIS JOB?

Employee must be highly motivated, able to work independently and be comfortable working alone. They also must enjoy working with youth, mentoring youth, and being outside. Employees must be able to supervise youth and consistently model appropriate behavior.

WHAT TYPES OF ACTIVITIES WILL I NEED TO LEAD?

Arts and crafts, sports, games and special events. Most of our parks also participate in the Federal Free Summer Lunch program, and the staff distribute lunches to the youth at the park.

WHAT DO YOU MEAN BY A DROP-IN PROGRAM?

You will be responsible for designing and implementing a daily/weekly schedule of activities that are conducive for children coming and going. Children can attend when they want, arriving when they want, and leaving when they want. There is no pre-registration. Your responsibility will be to insure that the site is safe for children and the activities, for example, sweeping up broken glass or talking to kids who are picking on other kids, etc. This also means that while you may have a general idea how many children to expect on a particular day or for a particular activity, there are no guarantees. This is one reason why it is important to have a posted schedule, so children will show up for those activities that interest them.

DO I WORK ALONE?

We schedule at least two people at each park, but the shifts might not be identical; you could work up to 2 hours alone each day, or work alone all day if the other person is sick.

ARE ALL JOBS OUTSIDE?

Yes. Enjoying the out-of-doors is a plus in this job. Employee must be willing to work in all weather.

WHAT HAPPENS IF IT RAINS?

It depends on the site; some sites have covered areas where activities can continue even if it rains. Some sites with the Federal Lunch program have covered areas to serve lunch. Some children come rain or shine! If the rain is severe, your supervisor may have you report to their community center to either supervise youth or plan/prepare for the drop-in program.

WHERE WILL I WORK; CAN I CHOOSE WHERE I WILL WORK?

Park Summer Playground sites are located in culturally and economically diverse neighborhoods throughout the City of Portland. On the application form, you can indicate which areas of the city you prefer to work at and how important it is to you. You will not be able to choose your site; the group of supervisors meets and makes staffing assignments based on a number of factors. When you are offered a position, you will most likely be told of your assignment.

DO I HAVE TO HAVE A DRIVER'S LICENSE?

Employees working in the Mobile Program may need a valid driver's license and an acceptable driving record.

WHY DO YOU ASK FOR MY MEANS OF TRANSPORTATION ON THE APPLICATION?

We take into consideration whether a person takes public transportation, bikes or walks when making job site assignments.

WHAT CERTIFICATIONS DO I NEED?

By June 18, 2013, all employees need to be certified in first aid and CPR. Employees working in sites with Federal Lunch program need a Food Handler's permit by June 10, 2013. Employees working in the mobile program may need a valid driver's license.

WHERE DO I GET A FOOD HANDLER'S PERMIT?

The Food Handler's Permit can be obtained online at http://www.ora.org/Education/education_home.htm

WHY DO I NEED TO TELL YOU IF I'VE BEEN CONVICTED OR PAID A FINE FOR AN OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS OR JUVENILE OFFENSES?

We take the safety of youth under our supervision very seriously, and because of that, all employees and volunteers are required to fill out the *Consent to Check Criminal Background* form so we can process background checks.

WHAT IF SOMETHING APPEARS IN MY BACKGROUND CHECK?

Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not so indicate, and such conviction is discovered in pre-employment or subsequent background checks, you will either not be hired or you will be terminated.

WHAT IF I NEED TO TAKE A DAY OFF?

These positions require that you are available from Tuesday, June 18th – Friday, August 23, with mandatory training on June 12 and June 16, 2013.

WILL I RECEIVE BENEFITS?

These positions are temporary, seasonal and at-will and do not provide any benefits or paid sick leave.

WILL I HAVE TO WORK ON THE FOURTH OF JULY?

No, Thursday, July 4 is a holiday and the playground sites are closed. You are not eligible for holiday pay. You need to be available to work the other days during that week.

IF I AM WORKING IN A PUBLIC PARK, WILL MY FRIENDS, RELATIVES AND CHILDREN BE ABLE TO VISIT ME?

No. Employees are expected to refrain from any distraction or interruption that would interfere with their ability to do their job. This includes personal visits during work hours, bringing your children to work, conducting personal tasks during work hours and personal phone calls during work hours. Children, family members and friends are not allowed to be at your work site during your work shift.

WHO WILL BE MY SUPERVISOR?

Portland Parks & Recreation has community centers in all areas of town. A full-time staff person from a community center will be your supervisor. The playground sites are divided amongst the community centers, so that different playground sites have different supervisors.

WHEN ARE THE INTERVIEWS?

Interviews are scheduled for Thursday, May 2, 2013 in the afternoon and evening, and during the day on Saturday, May 4, 2013, and if needed in the afternoon and evening of Thursday, May 9 and Saturday, May 11th. If you are not selected for an interview, you will receive a letter in the mail, or by email, depending on how we received your application.

WHAT IF I AM GOING TO SCHOOL OUT OF STATE AND WILL NOT BE HOME DURING THE INTERVIEW DATES?

Please put that information on your application. First priority will go to candidates that can interview on the set interview dates. For eligible applicants, if you are home at another time, we will attempt to schedule an interview while you are here.

HOW SOON AFTER THE INTERVIEW DO I KNOW IF I'M HIRED?

About 2-3 weeks. If offered a position, you will receive a phone call or an email. If you are not selected, you will receive a letter.

THE APPLICATION HAS 3 PARTS; CAN YOU TELL ME MORE?

- 1) The Cover Letter is an opportunity for you to tell us in your own words why you are interested in the job and why you are qualified for the job. It can explain the reasons for your interest in working for Portland Parks & Recreation and state your most relevant skills or experiences.
- 2) The application; please read carefully and fill in completely. Also, note that it needs your signature at the end.
- 3) Resume should include all relevant education, experience and skills. Your name, address & contact information should be included.

THE APPLICATION IS ONLINE, FOLLOWING THIS DOCUMENT, HOW DO I RETURN IT?

The application is a PDF that with fields that can be filled in, or can be printed. If you fill in the fields, you can attach to an email and send to "pksummerplay@portlandoregon.gov. If you print off the application, fill it in, and if you have access, scan it and email it back to us.

The other option is to mail, fax or drop off to the address/fax number at the top of the application. Another option is to email your cover letter and resume, and in the email, let us know that your application is being mailed or faxed. Applications will not be considered until all three parts are received.



Summer 2013 Playground Activity Leader Application

Today's Date: _____ (includes positions on Mobile Programs)

Return application, cover letter & resume
with copies of certifications to:
Summer Playground Staff
740 SE 106th
Portland, OR 97216
Fax: 503-823-3454 or by email to:
pksummerplay@portlandoregon.gov
(Put "Summer Playground" in the subject line)

Application Requirements

For application packets to be complete, you must complete and send three items:

- 1) COVER LETTER
- 2) APPLICATION
- 3) RESUME

Applications can be filled out online, saved and emailed. Or printed, completed & then mailed or faxed. Or it can be scanned & attached to an email.

- Priority will be given to application packets received by **April 17, 2013**.
- Application packets accepted until all positions are filled.
- Incomplete application packets will not be considered.
- Interviews tentatively scheduled for *Thurs., May 2, Sat., May 4, Thurs., May 9 and Sat., May 11th*.

Applicants screened according to experience and/or training relevance. Those most qualified will be invited to interview and will be contacted approximately 1 week prior to the interview dates (see above.) Applicants must be **available for the entire season June 18 through August 23**, pass a Criminal Background Check, have Food Handlers Permit by June 10 (if assigned to a site with federal free lunch program) and current certifications for First Aid/CPR by June 18. Mandatory training will take place the evening of Wednesday, June 12 and the afternoon of Sunday, June 16. Some positions may require driving.

Position Information

Playground Activity Leader Position (Ideal Candidate):

1. **19 years of age or older (required; do not apply if not 19 yrs old by June 18, 2013)**
2. Ability to work in culturally and economically diverse neighborhoods
3. Ability to deal tactfully and effectively with children and adults when enforcing rules and regulations
4. Experience or knowledge of recreation program planning
5. Current First Aid/CPR by June 18 and Food Handlers certifications by June 10
6. Experience in leading activities and supervising youth participants (passive/active games, crafts, sports)
7. Responsible, dependable, self-motivated, and comfortable in a mentoring role to youth
8. Ability to perform minor maintenance duties

Sample Duties and Responsibilities:

- Organize, promote, lead, teach and conduct a comprehensive drop-in program of sports, games, tournaments, special events and crafts for youth (preschool through high school age) playground setting
- Maintain discipline and safety; administer basic first aid
- Participate in orientation and training
- Supervise youth and consistently model appropriate behavior
- Perform general maintenance duties on a daily basis and other duties as assigned
- Maintain accurate records (attendance, financial, and other reports)
- Distribute meals through the USDA Summer Meal Program and follow USDA rules and guidelines

Personal Information

Name: _____ Cell Phone (____) ____ - _____

Current Address: _____ Phone: (____) ____ - _____

City: _____ State: ____ Zip: _____ Email: _____

Permanent Address: _____ Phone: (____) ____ - _____

City: _____ State: ____ Zip: _____

Education: 12 13 14 15 16 17 High School: _____ City/State: _____
(circle last year completed, 12=H.S. or GED) GED or Graduation Year: _____

College: _____ Graduation Year: _____ Major: _____

Certifications	<p>Certifications Issuing Agency Issue Date Expiration Date</p> <p>*First Aid _____</p> <p>*CPR-Adult/Child/Infant _____</p> <p>*Food Handler's Permit _____</p> <p>***Valid Driver's License _____</p> <p><small>*First Aid and CPR certifications must be current through duration of employment. You are financially responsible for obtaining your own certification or making yourself available to take a city class at no pay. ** Must have Food Handler's Permit by June 10, if assigned to a site with federal free lunch program. ***Required for driving positions, only. Required certifications must be completed and on file to complete hiring process.</small></p>																																																																																
Activity/Skills	<p>Please place a checkmark in the boxes to the right of the specific activity if you have participated in this activity, taught this activity or had training or education in this activity.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Activity</th> <th>Participant</th> <th>Teaching/ Leading</th> <th>Education/ Training</th> <th>Activity</th> <th>Participant</th> <th>Teaching/ Leading</th> <th>Education/ Training</th> </tr> </thead> <tbody> <tr> <td>Arts & Crafts</td> <td></td> <td></td> <td></td> <td>Plaster Crafts</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Basketball</td> <td></td> <td></td> <td></td> <td>Football/Soccer</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Board Games</td> <td></td> <td></td> <td></td> <td>Racquet Sports</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Environmental Education</td> <td></td> <td></td> <td></td> <td>Softball/ Baseball</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rock Climbing</td> <td></td> <td></td> <td></td> <td>Tournaments</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Group Games</td> <td></td> <td></td> <td></td> <td>Track & Field</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Theater</td> <td></td> <td></td> <td></td> <td>Youth Camps</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Singing/Music</td> <td></td> <td></td> <td></td> <td>Volleyball</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dance</td> <td></td> <td></td> <td></td> <td>Other:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Activity	Participant	Teaching/ Leading	Education/ Training	Activity	Participant	Teaching/ Leading	Education/ Training	Arts & Crafts				Plaster Crafts				Basketball				Football/Soccer				Board Games				Racquet Sports				Environmental Education				Softball/ Baseball				Rock Climbing				Tournaments				Group Games				Track & Field				Theater				Youth Camps				Singing/Music				Volleyball				Dance				Other:			
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Availability	<p><i>We cannot guarantee that you will be offered a position that would meet all of the preferences you indicate in this section.</i></p> <p>Hours per week you prefer to work (rank in order of preference): ___20 ___30 ___40 <small>(Example #1=first priority, #2=second priority)</small></p> <p>Time available to work: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Any Comments: _____</p> <p>Days available to work: <input type="checkbox"/> Monday - Friday <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Any Comments: _____</p> <p>Area of Portland you prefer to work: <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> NW <input type="checkbox"/> Outer East <input type="checkbox"/> Any</p> <p>What is most important(rank): ___ Number of hours ___ Time of day ___ Days of week ___ Area of town <small>(Example #1=first priority, #2=second priority, #3 is third priority, #4 is fourth priority)</small></p> <p>Other comments regarding your work schedule or in general: _____</p> <hr/> <p>What is your means of transportation? <input type="checkbox"/> Walk <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bike <input type="checkbox"/> Vehicle</p> <p>Interviews: check all dates you are available; Thursdays will be afternoon/evening; Saturdays will be mornings. <input type="checkbox"/> Thursday, 5/2 <input type="checkbox"/> Saturday, 5/4 <input type="checkbox"/> Thursday, 5/9 <input type="checkbox"/> Saturday, 5/11</p> <p>Applications with incomplete availability dates will not be considered. The following information is very important and has a direct bearing on consideration for employment. Please be specific.</p> <p>What is the first date you can report to work? _____ (must be available by 6/18/13*)</p> <p>What is the last date you can report to work? _____ (must be available through 8/23/13)</p> <p>*Are you available for the mandatory training the evening of Wed., 6/12 and the afternoon of Sunday, 6/16? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List any dates/reasons you will be unable to work: _____</p> <p>*If you are unable to work on dates other than a Saturday or Sunday, your opportunity to be hired will be limited.</p>																																																																																

Employment History (may attach additional listings)

Have you worked for Portland Parks & Recreation previously? No Yes, site: _____
 If yes, please state dates, position, supervisor's name and termination reason: _____

*Please list your EMPLOYMENT &/or VOLUNTEER history RELEVANT TO THIS POSITION.
 You may attach additional listings.*

EMPLOYER/AGENCY _____ Phone: (____) ____ - _____
 Address: _____ City/State/Zip: _____
 Name of Supervisor: _____ Title: _____
 Position Held: _____ Dates Employed: _____ To _____
 Duties: _____
 Wage: Start: _____/hr Last: _____/hr; May we contact this employer? Yes No
 Average number of hours worked per week: _____ Number of weeks worked per year: _____
 Reason for leaving: _____

EMPLOYER/AGENCY _____ Phone: (____) ____ - _____
 Address: _____ City/State/Zip: _____
 Name of Supervisor: _____ Title: _____
 Position Held: _____ Dates Employed: _____ To _____
 Duties: _____
 Wage: Start: _____/hr Last: _____/hr; May we contact this employer? Yes No
 Average number of hours worked per week: _____ Number of weeks worked per year: _____
 Reason for leaving: _____

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 Duties: _____
 Wage: Start: _____/hr Last: _____/hr; May we contact this employer? Yes No
 Average number of hours worked per week: _____ Number of weeks worked per year: _____
 Reason for leaving: _____

Cultural Competency

Optional: PP&R provides service and programs to a diverse population and demographics. The following questions are optional. The information provided will be used to assist PP&R in placing candidates in positions that utilize their skills and abilities in serving specific populations.

Are you fluent in any language(s) other than English? Yes No

If yes, which language(s): _____ Speak Write
_____ Speak Write

Have you worked with people with disabilities? Yes No If yes, what age group? _____

What is your experience? _____

Which cultures do you have experience working with: (Examples may include ethnic, religious, socio-economic, or social) _____

References
(professional/educational)

References should be from a professional or educational source.

1. Name: _____ Relationship to applicant: _____

Phone Number: (_____) _____ City: _____ State: _____

2. Name: _____ Relationship to applicant: _____

Phone Number: (_____) _____ City: _____ State: _____

Other Information

How did you hear about this job?

School (Name) _____ Newspaper (Name) _____

Craigslist

Portland Parks website or Portland Online Other website (which) _____

Other _____

Referred by Current Portland Parks Employee: _____
Name of Employee & Work Site

I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal, and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by program demand, facility need, weather, mobility, and employee experience.

I have made no willful misrepresentations, omissions, or falsifications. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

Have you ever been convicted for an offense other than minor traffic violations or juvenile offenses?

(A criminal background check is part of the hiring process.) Yes No

If yes, please attach a separate sheet of paper and give details (date, charges, any disposition, etc.) Include DWI, Hit & Run, and other similar traffic offenses. Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not indicate, and such conviction is discovered in pre-employment or subsequent background checks, you will either not be hired or you will be terminated.

I certify that I am, or will be, at least 19 years old by the first day of employment (6/18/13) Yes No

SIGNATURE: _____ DATE: _____