



JOB ANNOUNCEMENT

Job Location: Multiple Sites

Job Title: Playground Activity Assistant

Brief Job Description: responsible for assisting the Playground Activity Leader with the planning, leading, supervising, setting up and cleaning up 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 18-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.

Requirements:

- 17 years of age or older by 6/21/13
- 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

Desired Skills & Attributes:

- Participation in arts & crafts and/or sports & games
- Comfortable working with youth
- Experience in youth activities, such as assistant sports coach or volunteering in a classroom, or participation in youth programs at school, church or other youth organizations, or extra curricular activities or clubs.
- Team work skills
- Experience leading activities and supervising youth participants (passive/active games, crafts, and sports) preferred

Responsibilities: Assisting the Playground Activity Leader. Maintaining discipline and safety and administering basic first aid. Maintaining cleanliness and safety of program space. Employee must be willing to work in all weather. Must be able to work with youth and consistently model appropriate behavior. Employee may not have family members or friends at job site.

Wage and Work Week

\$9.00 – \$9.25 per hour based on qualifications and experience - 20, 30, 35 or 40 hour work week

Application Due Date: Priority given to applications with cover letters received by Wednesday, April 17, 2013.

Application Information: Application and cover letter can be typed and emailed, or handwritten. Typed or handwritten applications and cover letter can be dropped off, mailed or faxed to East Portland Community Center.



**PORTLAND
PARKS & RECREATION**

Healthy Parks, Healthy Portland

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



WHAT IS THE JOB?

Playground Activity Assistants are responsible for the following:

- Assisting the Playground Activity Leader with the planning, leading and supervising youth participants at an outdoor setting (park playground)
- 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 Assistants must be 17 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 \$9.00-9.25 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 (the number of 35 and 40 hour positions is very limited). 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.

DO I NEED PRIOR WORK EXPERIENCE TO APPLY FOR THIS POSITION?

No. We are looking for individuals that have an interest in working with youth and have participated in activities of interest to youth, such as arts and crafts and sports. In addition, we are looking for individuals that have experience in teamwork, whether a sports team or a hobby club or a volunteer situation. We will interview applicants that appear to have the most potential to be successful in this type of work.

WHAT DO YOU MEAN BY A DROP-IN PROGRAM?

You will be responsible for assisting in the supervision of 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. Each site will have a Playground Activity Leader who will be the lead employee at the site.

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, employees working in the playground program will not need a driver's license.

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 the supervisor for all employees at a site; the Playground Activity Leader will be the lead on-site employee. The playground sites are divided amongst the community centers, so that different playground sites have different supervisors.

WHEN ARE THE INTERVIEWS?

Interviews will be scheduled in the spring. On the application, you have an opportunity to tell us the time of day and day(s) of the week that is better for you. We will schedule interviews at the times that work for the most people. 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 AM 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 2 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. There are two questions at the top of the cover letter form that you should answer. You can either use the form, or develop your own cover letter.
- 2) The application; please read carefully and fill in completely. Also, note that it needs your signature at the end.

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

The cover letter and application is a PDF with fields that can be filled in and printed, or printed off and filled in by hand.

To return, do one of the following:

1. Scan it and email it back to us at "pksummerplay@portlandoregon.gov"
2. Mail to "Summer Playgrounds," c/o East Portland CC, 740 SE 106th, Portland, OR 97216
3. Fax to East Portland CC - 503-823-3454
4. Drop off at East Portland CC - 740 SE 106th, Portland, OR

Remember to include your cover letter with the application. You can use the cover letter form or create your own.

Applications will not be considered until both parts are received.



**PORTLAND
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**Summer 2013
Playground Activity Assistant**



Cover Letter

(You may use this form or your own paper.)

Directions: Your letter should address the following two items: 1) tell us why you want to be a Playground Activity Assistant and 2) tell us why you would be successful in this position and give examples (refer to the "Desired skills and Attributes" section of the Job Description.)

Name _____

Date _____



**PORTLAND
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Summer 2013 Playground Activity Assistant Application



Return application & cover letter to: Summer Playground Staff
Portland Parks & Recreation
740 SE 106th Ave,
Portland, OR 97216

or by email to pksummerplay@portlandoregon.gov (put "Summer Playground" in subject line)
Or fax to: 503-823-3454

TODAY'S DATE _____

Application Requirements	<p>Priority given to application packets received by Wednesday, April 17th, 2013.</p> <p>This application must be completed in its entirety, and the cover letter included, to be eligible. Application can be filled out online, saved and emailed. Or printed, completed and then mailed or faxed. Or it can be scanned and attached to an email.</p> <p>Applicants screened according to position knowledge and/or training relevance. Those most qualified will be invited to interview in the spring. Applicants must pass a Criminal Background Check, be available for the entire season (Tentatively Tuesday, June 19-Friday, August 23) and attend mandatory trainings the evening of Wednesday, June 12 and the afternoon of Sunday, June 16. Must have Food Handler's Permit by June 10, if assigned to a site with federal free lunch program and current First Aid/CPR certification by June 18. Some positions may require driving.</p>
Position Information	<p>Playground Activity Assistant Position (Ideal Candidate): Playground assistant qualifications include:</p> <ol style="list-style-type: none"> 1. 17 years of age or older 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. Knowledge of recreation programs 5. Current First Aid/CPR certification by hire date 6. Ability to lead activities and supervise 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 <p>Sample Duties and Responsibilities:</p> <ul style="list-style-type: none"> • 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) in a playground setting. • Maintain discipline and safety; administer basic first aid • Participate in Orientation Training and weekly staff meetings • Supervise youth and consistently model appropriate behavior • Perform general maintenance duties on a daily basis & other duties as assigned • Maintain accurate records (attendance, financial, and other reports)
Personal Information	<p>Name: _____ Cellular: (____) _____</p> <p>Current Address: _____ Phone: (____) _____</p> <p>City: _____ State: ____ Zip: _____ Email: _____</p> <p>Permanent Address: _____ Phone: (____) _____</p> <p>City: _____ State: ____ Zip: _____</p> <p>Education: <input type="checkbox"/>12 <input type="checkbox"/>13 <input type="checkbox"/>14 <input type="checkbox"/>15 <input type="checkbox"/>16 <input type="checkbox"/>17 High School: _____ City/State: _____ <i>(circle last year completed; 12=High School or GED)</i> GED or Graduation Year: _____</p> <p>College: _____ Graduation Year: _____ Major: _____</p>

Certifications

<u>Certifications</u>	<u>Issuing Agency</u>	<u>Issue Date</u>	<u>Expiration Date</u>
*First Aid	_____	_____	_____
*CPR-Adult/Child/Infant	_____	_____	_____
**Food Handler's Permit	_____	_____	_____
***Valid Driver's License	_____	_____	_____

*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.

Activity/Skills

Please check the boxes to the right of specific activity you have participated in, or have experience leading or teaching.

Activity	Participant	Teaching/Leading	Activity	Participant	Teaching/Leading
Arts & Crafts.			Plaster Crafts		
Basketball			Softball/Baseball		
Board Games			Racquet Sports		
Environmental Educ			Theater		
Football/Soccer			Tournaments		
Rock Climbing			Track & Field		
Group Games			Youth Camps		
Singing/Music			Volleyball		
Dance			Other:		

Availability

We cannot guarantee that you will be offered a position that would meet all of the preferences you indicate in this section.

Hours per week you prefer to work (rank in order of preference): ___20 ___30 ___40

(Example #1=first priority, #2=second priority)

Time available to work: Morning Afternoon Evening Any Comments: _____

Days available to work: Monday - Friday Saturday Sunday Any Comments: _____

Area of Portland you prefer to work: N NE SE SW NW Outer East Any

What is most important(rank): ___ Number of hours ___Time of day ___Days of week ___Area of town

(Example #1=first priority, #2=second priority, #3 is third priority, #4 is fourth priority)

Other comments regarding your work schedule or in general:

What is your means of transportation? Walk Public Transportation Bike Vehicle

Interviews: **check times or days you are most available:** Mornings Afternoons Evenings

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays

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.

What is the first date you can report to work? _____(must be available by 6/18/13*)

What is the last date you can report to work? _____(must be available through 8/23/13)

*Are you available for the **mandatory** training the evening of Wed., 6/12 and the afternoon of Sunday, 6/16? Yes No

List any dates/reasons you will be unable to work: _____

****If you are unable to work on dates other than a Saturday or Sunday, your opportunity to be hired will be limited.***

Have you worked for Portland Parks & Recreation previously? Yes No
If yes, please indicate dates, position, duration, and reason for leaving: _____

Please list participation in youth activities, volunteer involvement or employment history relevant to this position:
You may attach additional listings.

AGENCY OR SCHOOL _____

City/State: _____

Name of Leader or Supervisor: _____ Phone Number: _____

Please check one: Participant: Volunteer Employee Dates: _____ To _____

Activities or Duties: _____

Average number of hours per week: _____ Number of weeks per year: _____

Reason for leaving: _____

AGENCY OR SCHOOL _____

City/State: _____

Name of Leader or Supervisor: _____ Phone Number: _____

Please check one: Participant: Volunteer Employee Dates: _____ To _____

Activities or Duties: _____

Average number of hours per week: _____ Number of weeks per year: _____

Reason for leaving: _____

AGENCY OR SCHOOL _____

City/State: _____

Name of Leader or Supervisor: _____ Phone Number: _____

Please check one: Participant: Volunteer Employee Dates: _____ To _____

Activities or Duties: _____

Average number of hours per week: _____ Number of weeks per year: _____

Reason for leaving: _____

AGENCY OR SCHOOL _____

City/State: _____

Name of Leader or Supervisor: _____ Phone Number: _____

Please check one: Participant: Volunteer Employee Dates: _____ To _____

Activities or Duties: _____

Average number of hours per week: _____ Number of weeks 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

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

What is your experience? _____

What cultures do you have experience working with: (Examples may include Ethnic, Religious, Socio-economic, or Social)

Personal References

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 17 years old by the first day of program (6/18/13) Yes No

SIGNATURE: _____ DATE: _____