



City of Spokane Valley Employment Opportunity

Position: Temporary-Seasonal Recreation Assistant – Summer Day Camp Counselor

ABOUT THE CITY: Spokane Valley is a city with a current population of over 106,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

ABOUT THE PARKS & RECREATION DEPARTMENT: The Spokane Valley Parks and Recreation Department provides residents and visitors with over 343 acres of unique parks and open areas, a variety of quality recreation programs, community events, CenterPlace Regional Event Center, a Senior Center, and three outdoor pools operated seasonally. The department strives to support strong community values and improve livability by providing and promoting quality recreation areas, programs, and facilities.

ABOUT THE POSITION: Why join our organization? We are a small hard-working team in the business of building better lives through the power of parks and recreation. Spokane Valley Summer Camps are highly respected programs in the area that greatly serve the needs of our communities most precious assets, our youth. This position has the great responsibility and honor of enhancing the quality of life and creating memorable lasting experiences in the life of a child. Summer Day Camp works with children ages 6 - 15 years of age, Monday through Friday, up to 40 hours a week during the summer months. There will be extensive staff training prior to the start of the camp program. Camp runs mid-June through late August 2023. All staff members are expected to work the full duration of the program.

SELECTED EXAMPLES OF DUTIES: The ideal candidate will have a genuine passion for children. Safety and supervision of camp participants are the top focus of this program, followed by FUN. Counselors need to be reliable, responsible, team players, excellent communicators, FUN, engaging, hardworking and enthusiastic. Primary duties of this position include but are not limited to:

- Being engaging and inspiring to campers on a daily basis working in a team environment.
- Contribute to planning weekly activities, leading games, and craft projects.
- Prevent accidents and injuries, administer First Aid and properly report and document any and all incidents.
- Monitor, supervise, and engage with campers at all times including during all field trips, park visits and swimming days.
- Serve as a role model to camp participants by demonstrating high standards of personal conduct, working through stressful situations utilizing strong communication skills, teamwork, and patience.
- Camp Counselors must provide the highest level of customer service to the campers and their parents; have the ability to follow all camp and City policies and attend mandatory weekly camp staff planning meetings.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Must be at least 18 years of age or have completed the Counselor in Training Program through Spokane Valley Parks and Recreation, have current First Aid and CPR certifications or the ability to obtain them prior to starting work. Previous experience working with or teaching children ages 6-15 years of age highly desired. **Necessary Knowledge, Skills and Abilities:** The ability to understand and follow written and oral directions. Must be able to physically play and demonstrate games, work with arts and crafts materials, and work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs. must have ability to work effectively as a member of a team and effectively communicate with staff and the public. Applicants need to be available through late August 2023.

REQUIRED CERTIFICATIONS: CPR/First Aid Certification, and valid Washington State Driver's License, successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

COMPENSATION: Wage will be \$15.74 - \$16.74 an hour and work approximately 30-40 hours a week during the summer. This position is ineligible for City sponsored benefits including PERS retirement. However, the position is covered by Workers Compensation insurance and subject to Federal withholdings for Social Security, Medicare and income taxes. This is an at-will, non-represented, FLSA non-exempt, temporary-seasonal position.

APPLICATION INITIAL REVIEW: First review of applications will be March 10, 2023, positions open until filled.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our Online Application System. The application form can be found at www.spokanevalley.org click on Jobs.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST

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