



JOB ANNOUNCEMENT

2015-026

Recreation Assistant

Community Services

On Call / Non-Exempt / Not Represented

SALARY: \$11.44 - \$14.64 Hourly

OPENS: December 21, 2015

CLOSES: January 20, 2016

APPLY TO: City of Sherwood - Human Resources
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The City is looking to fill on call positions that will be assigned to the new arts and community center, Sherwood Center for the Arts. Recreation Assistants provide assistance to the Community Services Department and recreation programs. The Arts Center assistants will provide customer service, greet visitors and respond to inquiries from the public. Register participants in classes and special events. Perform a variety of clerical activities, such as photocopying, filing, sorting documents, mailings, etc. Assist with scheduling events and activities. Open and close the facility for programs, events, and general use. Set up facilities for events and activities as needed. Monitor facility during special events, providing customer service, monitoring safety, adherence to facility guidelines, and reviewing check in/out procedures. These positions are on call, on an as needed basis, and will include evening and weekend working hours.

MANDATORY REQUIREMENTS: General knowledge of recreation programs and general office practices and procedures, English and business grammar, spelling, word processing and spreadsheet applications software and use of standard office equipment. Equivalent to high school education, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Valid driver's license.

DESIRABLE REQUIREMENTS: Spanish bilingual. Knowledge of specific word processing and spreadsheet applications and software. Previous experience with direct public contact and municipal recreation programs.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, and resume will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.