

City of Renton Community Services Department



Part-Time Employment Opportunities



Summer 2007

425.430.6700
www.rentonwa.gov



2007 Summer Part-time Employment

Henry Moses Aquatic Center Staff

Mid-June through Labor Day (includes weekdays and weekends)

Contact: Dave Perkins 425.430.6712 dperkins@ci.renton.wa.us

Pool Manager

Wages: \$15.50 to \$17.50/hour
Hours per week: 40

Responsibilities: Responsible for the supervision of the Aquatic Center, including lifeguards and other part-time staff as assigned. Responsible for the organization and direction of activities at the aquatic center.

Education & Experience: Possess current American Red Cross Lifeguard Training and CPR Certification. Must have excellent interpersonal skills, excellent customer service skills, and the ability to deal with difficult situations. Knowledge of pool chemistry. Have at least 5 years of lifeguarding experience and 3 years of supervisory experience. AFO, CPO, LGI, and CPR Instructor certification desirable.

Lifeguard Supervisor

Wages: \$14.50 to \$16.00/hour
Hours per week: 40

Responsibilities: In the absence of the pool manager, assume responsibility for the supervision of the aquatic center, including lifeguards and other part-time staff as assigned. Responsible for the organization and direction of activities at the aquatic center. Otherwise, assist in the ongoing operation of the aquatic center.

Education & Experience: Possess current American Red Cross Lifeguard Training and CPR Certification. Must have excellent interpersonal skills, excellent customer service skills and the ability to deal with difficult situations. Knowledge of pool chemistry. Have at least 3 years of lifeguarding experience and 1 year of supervisory experience. AFO, CPO, LGI and CPR Instructor certification desirable.

Swim Instructors

Wages: \$9.50 to \$13.00/hour
Hours per week: Varies

Responsibilities: Organizing and instructing lessons, completion of necessary course record sheets.

Education & Experience: Previous experience instructing swimming lessons preferred. Excellent interpersonal skills, CPR, and first aid certification required by start date.

Pool Lifeguards

Wages: \$9.50 to \$13.00/hour
Hours per week: 35-40

Responsibilities: Responsible for the supervision and safety of swimmers and patrons at the aquatic center.

Education & Experience: At least 16 years of age and possess strong customer service and leadership skills. Candidates must be physically fit and are required to pass the City of Renton swim test prior to being hired. Current Lifeguard Training, CPR, Canadian certifications, or other certifications recognized by the State Health Department are also required.

Concession Staff

Wages: \$9.00/hour
Hours per week: Varies

Responsibilities: Operates computer point-of-sale system and rings in concession sales. Prepares food for sale.

Education & Experience: At least 16 years of age, have good customer service skills. Food handler's permit required by start date.

Front Desk Cashiers

Wages: \$9.00/hour
Hours per week: Varies

Responsibilities: Greeting the public, answering phones, collecting fees and admissions, and registering swim lesson participants.

Education & Experience: At least 18 years of age, have excellent customer service and cash handling skills. Ability to learn point-of-sale computer software. Limited positions available.

Guest Services Manager

Wages: \$13.00/hour
Hours per week: 40

Responsibilities: Supervise the guest services operation at the Henry Moses Aquatic Center. Responsible for scheduling and supervision of guest services staff, handling customer concerns and complaints, and assisting overall operation of the aquatic center.

Education & Experience: Must be 21 years of age. Excellent customer service skills required.

Guest Services Staff

Wages: \$9.00 per hour
Hours per week: Varies

Responsibilities: Assist with the overall operation of the Henry Moses Aquatic Center. Including, but not limited to, assistance at the slide, organizing tubes for the slide, emptying of trash, monitoring locker rooms for cleanliness, helping patrons with lockers, and monitoring crowd control.

Education & Experience: Must be at least 16 years of age. Have good customer service skills.

Summer Part-Time Job Fair March 10 10:00-11:30am

Meet division representatives, get job information, and pick up applications at the Renton Community Center. Job opportunities include: Henry Moses Aquatic Center staff; tennis instructors; Coulon and Kenndale lifeguards; recreation leaders and aides; day camp staff; boat launch attendants; and more! Unfortunately, we have very few positions available for ages 17 and under.



Beach Staff

Mid-June through Labor Day (includes weekdays and weekends)
Contact: Dave Perkins 425.430.6712 dperkins@ci.renton.wa.us

Beach Managers

Wages: \$15.50/hour
Hours per week: 35-40

Responsibilities: Responsible for the supervision of either Coulon or Kennydale public beaches, including lifeguard supervision and scheduling.

Education & Experience: Possess current American Red Cross Lifeguard Training and CPR Certification. Must have excellent interpersonal skills, excellent customer service skills, and the ability to deal with difficult situations. Have at least 5 years of lifeguarding experience and at least 2 years of supervisory experience.

Assistant Beach Managers

Wages: \$14.50/hour
Hours per week: 40

Responsibilities: Responsible for the supervision of either Coulon or Kennydale public beaches, including lifeguard supervision and scheduling.

Education & Experience: Possess current American Red Cross Lifeguard Training and CPR Certification. Must have excellent interpersonal skills, excellent customer service skills, and the ability to deal with difficult situations. Have at least 3 years of lifeguarding experience and at least 1 year of supervisory experience.

Beach Lifeguards

Wages: \$10.00-\$13.50/hour
Hours per week: 40

Responsibilities: Responsible for the supervision and safety of swimmers using the beach facility.

Education & Experience: Be at least 16 years of age and possess strong customer service and leadership skills. Candidates must be physically fit and are required to pass the City of Renton swim test prior to being hired. Current Lifeguard Training, CPR, Canadian certifications, or other certifications recognized by the State Health Department are also required.

Boat Launch Attendants

Wages: \$10.50-\$11.50/hour
Hours per week: Up to 40

Responsibilities: Responsible for the supervision and effective operation of the boat launch at Gene Coulon Park. Includes assisting patrons in a professional manner, traffic control in boat launch area, enforcement of Park Rules and Regulations, and assisting lifeguards in the event of an emergency.

Education & Experience: Be at least 18 years of age and possess strong customer service and problem-solving skills. Candidates will be required to pass the American Red Cross First Aid class.

Sports Officials

Year-round positions available
Wages: Varies/D.O.E
Hours per week: Varies
Contact: Andy O'Brien 425.430.6700
aobrien@ci.renton.wa.us

Responsibilities: Officiate youth and adult sports programs such as basketball and volleyball.

Education & Experience: Must be at least 18 years of age with moderate experience.

Youth Sports Instructors

Year-round positions available
Wages: Varies/D.O.E
Hours per week: Varies
Contact: Sean Claggett 425.430.6700
sclaggett@ci.renton.wa.us

Responsibilities: Instructing youth in a variety of athletic programs and classes.

Education & Experience: Must be at least 18 years of age with moderate athletic knowledge.

Summer Recreation Positions

June through August
425.430.6725

Contact: Liz Fast

efast@ci.renton.wa.us

Day Camp Leaders

Theme-based day camps are designed for youth ages 3 to 14 and include field trips, special events, crafts, music, games, and athletics.

Wages: \$9.00-\$10.50/hour
Hours per week: 30-40

Responsibilities: Planning, preparing, and implementing theme-based activities for youth ages 3 to 14. Activities include crafts, athletics, social activities, and special events. Responsible for the security and general maintenance of the assigned facility.

Education & Experience: Be at least 18 years of age. Possess high school diploma or GED. Previous experience in recreation, teaching, or day camp environment.

Summerfest Recreation Leaders

The Summerfest Program is designed to offer a wide variety of structured and informal recreation-based activities for youth ages 6 to 11, and is offered at six different park locations with varying hours.

Wages: \$9.00-\$10.50/hour
Hours per week: 30-40

Responsibilities: Planning, preparing, and implementing theme-based activities for youth ages 6 to 11. Activities include crafts, athletics, social activities, and special events. Responsible for the security, general maintenance, and supervision of park facility, grounds, and patrons.

Education & Experience: Be at least 18 years of age. Possess high school diploma or GED. Previous experience in recreation, teaching, or day camp environment.

Park Maintenance Positions

General Job Descriptions: Positions involve strenuous activities and heavy lifting for prolonged periods of time in outdoor settings under a variety of weather conditions. Above average ability to operate hand mowers, edgers, power blowers, utility vehicles, trucks with trailers, and other motorized equipment. Positions require highly responsible employees with excellent work habits who work well with co-workers, with the public and with little supervision. Pay is dependent upon qualifications. **A valid Washington State Driver's License is required and an excellent driving record is essential.**

Irrigation Aide

May through August

Wages: \$10.00-\$12.00/hour
Hours per week: 40 (may include weekends)

Responsibilities: Assist in routine checking and repairs of irrigation operations. Prepares parks for daily use. Washes and cleans park equipment. Routine ball field work. Closes park facilities. Operates hand and motorized equipment. Related work as assigned. May work a variety of shift schedules.

Education and Experience: Be at least 16 years old. Ability to work with little supervision.

Laborer

March through November

Wages: \$11.00-\$13.00/hour
Hours per week: 40 (may include weekends)

Responsibilities: May oversee work of other part-time workers. Involves a variety of tasks in grounds maintenance which may subject the employee to strenuous physical activity and heavy lifting. Prepare parks for daily use. Wash and clean park equipment. Routine ball field work. Close park facilities. Operate a wide variety of hand and motorized equipment. Related work as assigned. May work a variety of shift schedules.

Education and Experience: Knowledge of operation of basic tools and equipment used in landscaping and construction work. Graduation from a standard high school, vocational school or equivalent preferred. Ability to work with little supervision.

Ballfield Aide

May through August

Wages: \$10.00-\$12.00/hour
Hours per week: 40 (may include weekends)

Responsibilities: Assist in preparing ballfields. General grounds maintenance. Prepare parks for daily use. Wash and clean park equipment. Close park facilities. Operate hand and motorized equipment. Related work as assigned. May work a variety of shift schedules.

Education and Experience: Be at least 16 years old. Ability to work with little supervision.

General Grounds Worker

May through August

Wages: \$10.00 - \$12.00/hour
Hours per week: 40 (may include weekends)

Responsibilities: General grounds clean-up and maintenance. Prepare parks for daily use. Wash and clean park equipment. Aid in irrigation systems repair. Routine ball field work. Close park facilities. Operate hand and motorized equipment. Related work as assigned. May work a variety of shift schedules.

Education and Experience: Be at least 16 years old. Ability to work with little supervision.

Facilities Positions

Contact:

Paul Youngedyk 425.430.6642
pyoungedyk@ci.renton.wa.us or
Kevin Bradley 425.430.6670
kbradley@ci.renton.wa.us

Coulon Beach Park Custodians

June through September

Wages: \$10.00-\$12.00/hour
Hours per week: 40 (may include weekends)

Henry Moses Aquatic Center Custodians

June through September

Wages: \$10.00-\$12.00/hour
Hours per week: 35 (may include weekends)

Outside Route Custodians

Seasonal

Hours per week: 40 (may include weekends)

Vacation Relief Custodian

Seasonal & Year Round

Wages: \$10.00-\$12.00/hour
Hours per week: varies

Responsibilities: Maintain city buildings, restrooms, and related facilities in a clean and orderly manner. Sweep, scrub, mop floors. Empty and clean waste receptacles. Clean and disinfect restrooms. Related work as assigned. May work a variety of shift schedules. Some positions may have added custodial duties.

Education and Experience: Be at least 18 years old. Ability to work with limited supervision. A Washington State Driver's License is required and an excellent driving record is essential.

Night Lock Up

Year Round

Wages: \$10.00-\$12.00/hour
Hours per week: 14-28 /week

Responsibilities: During the evening hours, using a City vehicle, drive to city parks and buildings. Inspect buildings and secure doors and gates. Complete a written form documenting closures.

Education and Experience: Be at least 18 years old. Ability to work with limited supervision. A Washington State Driver's License is required and an excellent driving record is essential.

How to Apply

Applications must be received by March 12. Late applications will only be accepted if positions have not been filled.

Mail applications to the contact person listed in care of:

Human Resources Department
1055 South Grady Way
Renton, WA 98057

Employment is subject to a Washington State Criminal History Background Check.