



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321
360-829-1921 ♦ Fax 360-829-2659 ♦ <http://www.cityofbuckley.com/>

Job Announcement #08-19

CITY OF BUCKLEY Youth Activities Assistant JOB #08-19, 2019 Salary Range \$12.00 to \$13.45/hour. This is a part-time (15-20 hours per week), FLSA non-exempt position that performs a variety of duties in recreation program planning, supervision and leadership work for youth recreational programs. The nature of the job requires strong leadership abilities, as well as public relations skills to work effectively with participants, parents, employees, volunteers, and the general public. Must be able to work 2:30 – 6:30 pm Monday – Friday during the school year and 12:00 – 5:00 pm during school breaks (including summer break, winter break, and spring break). Some late nights and weekends may be required too.

Min qual; **Education and Training: Required:** High School Diploma/GED.

Desired Two years of experience in working with youth ages 8-18. Should be able to lift at least 50 lbs.

Licensing and Certification: Applicants hired to this position classification must have completed the required training and/or possess the following licenses and certifications:

- Valid Washington State Driver's License with driving record free from serious or frequent violations.

The applicant must either have at the time of hire or be able to obtain within 6 months of hire the following certificates as determined by the City for the position classification:

- CPR/First Aid Certification
- Food Handlers Card

Tools and Equipment Used: Ability to use standard office equipment, including personal computer at a moderate skill level.

Download applications and copy of the full job description from our website on the government page at <http://www.cityofbuckley.com> or request one by mail at P.O. Box 1960, Buckley, 98321, or stop by City Hall, 933 Main Street. No phone calls please. Position is open until filled. First review of applications will occur September 3, 2019. EOE/ADA

Please submit resume and application at City Hall: 933 Main Street, or via mail at Attn: City Clerk, PO Box 1960, Buckley, WA 98321; or via email at tpercival@cityofbuckley.com before 5:00 PM on September 3, 2019.