



HUMAN RESOURCES DEPARTMENT
e-mail: human_resources@ci.medford.or.us
website: www.ci.medford.or.us

CITY OF MEDFORD
411 WEST 8TH STREET, Room 392
MEDFORD, OREGON 97501

Telephone (541) 774-2010
Fax: (541) 774-2523

**Parks and Recreation Department
Mobile Recreation Program Manager**

OPENINGS: 1 Part-Time Temporary Position

SALARY: \$10.53 per hour

HIRING DATE: A.S.A.P.

Key responsibilities include:

- Supervising program staff on-site.
- Maintaining the daily activity schedule.
- Communicating with parents and children in a professional manner.
- Being responsible for program vehicle, supplies, and use of city equipment.
- Monitoring program to ensure the safety of all participants.
- Filing reports on any accidents and/or incidents.
- Set-up and monitor all weekend Movies in the Park events.
- Communicate daily with direct supervisor.

The ideal candidate for this position will:

- Have Strong organizational skills.
- Have excellent customer service and public relations skills.
- A good listener and also be able to observe.
- Work well with others.
- Work effectively in a hectic, fast-paced environment.
- Experience in a similar recreational program
- A willingness to go through truck and trailer drivers training and drive the vehicle daily.

Experience and Training

- Six months of experience working with youth recreational programs is favorable.
- Any combination of education and experience will be considered.
- Ability to work effectively with staff and general public in a team environment.

Special Requirements – 18 years of age with a valid Oregon Drivers License. Red Cross CPR/First Aid Standard Certification or willingness to obtain.

TO APPLY: City of Medford application must be completed and returned to the Human Resources Department, 411 West 8th Street, Room 392, Medford, OR 97501. **This is an on-going recruitment.** Applications are available from the Human Resources Department or online via the City's website www.ci.medford.or.us. *Faxed applications welcome.* The City of Medford complies with the Americans with Disabilities Act. If you consider yourself disabled and require assistance in

the application process, please contact the Human Resources Department.

SELECTION PROCESS: Applications will be reviewed and those candidates most closely meeting the City's needs will be referred to the Parks and Recreation Department for interview and final appointment. Those selected must be able to provide proof of legal right to work in this country. Hiring will be subject to favorable pre-employment exam, including driving record, criminal history background investigation, and drug screen.

EQUAL EMPLOYMENT OPPORTUNITY
WOMEN, MINORITIES & DISABLED ENCOURAGED TO APPLY

6/2/10sm