



**CITY OF PUYALLUP**  
invites applications for the position of:  
**Summer Day Camp**  
**Assistant Director**

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**SALARY:** \$15.18 - \$17.16 Hourly

**OPENING DATE:** 02/11/19

**CLOSING DATE:** 03/22/19 11:59 PM

**DEFINITION:**

The city anticipates hiring one Summer Day Camp Assistant Director position through this recruitment. Summer Day Camp will be held June 24 through August 30. Interviews will be held the week of April 8th.

The Assistant Day Camp Director assists the Recreation Coordinator, to lead activities, games, etc., implement tasks, plan and organize weekly activities, scheduling, and attend meetings.

**ESSENTIAL FUNCTIONS:**

- Assists the Recreation Coordinator;
- Leads activities, games, sports, arts and crafts, songs, field trips, etc;
- Implements tasks;
- Plans & organizes weekly activities;
- Schedules and attends meetings; and
- Assistant Day Camp Director must provide a positive role model to children and deal tactfully with the participants, parents/guardians and coworkers.

**QUALIFICATIONS:**

**Knowledge of:**

- CPR and First Aid in infant, child and adult.
- Leadership qualities.

**Ability to:**

- Be at work on time and follow instructions.
- Communicate effectively orally and in writing.
- Provide own transportation to and from camp.
- Follow instructions.
- Perform leadership duties.
- Supervise and work well with children and/or teens in a warm and caring way.
- Work with staff and parents/guardians effectively and in a pleasant and courteous manner.

## **Education and Experience:**

- Graduation from high school or GED.
- Previous experience supervising children.
- Community based recreation program experience.

## **SPECIAL QUALIFICATIONS:**

- Applicants must be at least 16 years of age or older.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Possession of a current basic First Aid and CPR (in infant, child and adult) certification card is required at time of employment. You may obtain training through various organizations. Two local agencies which meet OSHA and WISHA standards are American Red Cross and Central Pierce Fire & Rescue. They can be contacted directly for class fees and schedules.
- Successful candidates must comply with a national background check required by the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.840.
- Successful candidates must complete employer provided Bloodborne Pathogens, Fire Suppression, and Hazardous Communication safety awareness training initially upon employment.

## **PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:**

Constant Demands: Standing for long periods of time, walking, talking, hearing, seeing, bending and twisting at the waist. Frequent Demands: Reaching/kneeling/squatting, reaching below knees, handling/grasping. Occasional Demands: Arm and hand motion, lifting and carrying an average of 5 to 60 pounds (must be able to lift and carry children in case of an emergency). Environmental Factors: Moderate noise levels with employee's time spent outdoors in various weather conditions.

## **SELECTION PROCESS**

Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for interviews and/or testing. The appointing authority may conduct second interviews.

**Notification** – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

**Not Selected** – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

## **GENERAL INFORMATION**

**Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

**Hours of Work** – Typical day shift hours, Monday through Friday.

**Union Affiliation** – Non-represented position.

**Temporary, seasonal and non-benefit employment:** Employees may be hired to fill various temporary, seasonal and non-benefit positions within the City as approved in the current budget. These employees will receive paid sick leave as provided for in state law. Temporary, seasonal and non-benefit employees may be terminated at any time for any reason without recourse.

**Equal Employment Opportunity** – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

**Background** - The City of Puyallup will need to obtain the proper national background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.

**Disability** – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Identification** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment.

**Drug-Free Workplace** –The City of Puyallup is a drug-free, tobacco-free workplace.

**Note** – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

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The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.cityofpuyallup.org>

333 S Meridian  
Puyallup, WA 98371

Position #PR-19-REC-005  
SUMMER DAY CAMP ASSISTANT DIRECTOR  
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