



**CITY OF PUYALLUP**  
invites applications for the position of:  
**Recreation Leader II -  
Gym Supervisor  
(Youth Basketball)**

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**SALARY:** \$14.80 - \$16.75 Hourly

**OPENING DATE:** 10/05/21

**DEFINITION:**

Come be a part of our great Recreation Team! The City of Puyallup is hiring for up to 5 Gym Supervisors for the Youth Basketball program. These employees will work from November 29th to March 20th. Employees will work 5-17 hours per week.

Employees in this position perform officiating of youth basketball games and supervise of Puyallup School District gyms for practices and games under the direction of the Recreation Manager.

Note: Hourly wages listed will be updated to 2022 rates once approved.

**ESSENTIAL FUNCTIONS:**

The gym supervisors act as a representative of the Puyallup Parks and Recreation Department by enforcing the rules, ensuring proper behavior by the participants and spectators, and tactfully dealing with the public at various facilities. Performs other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- League and local field rules (e.g. High School Basketball rules);
- Prior officiating work experience desirable;
- Customer Service tools;
- First Aid and CPR methods for all ages;
- Necessary safety precautions.

**Ability to:**

- Follow safety regulations and procedures;
- Understand and follow verbal and written instructions;
- Provide own transportation to and from sites;
- Be on time for all assigned activities and scheduled shifts;
- Communicate effectively both orally and in writing;
- Establish and maintain positive, effective working relationships with those contacted in the performance of work;
- Maintain regular, reliable and punctual attendance.

**Education and Experience:**

A combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

#### **SPECIAL REQUIREMENTS:**

- Applicants must be at least **16 years** of age or older;
- 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 background check required by the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.840.

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

Constant Demands: Standing for moderate periods of time, walking, talking, hearing, seeing, reaching, bending and twisting at the waist. Frequent Demands: Kneeling/squatting, reaching below knees, handling/grasping. Occasional Demands: Arm and hand motion, lifting and carrying an average of 5 to 20 pounds. Works Primarily with: Moderate noise levels with employee's time spent outdoors in various weather conditions.

#### **GENERAL INFORMATION**

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** – Hours are 5-15 hours per week.

**Temporary and Non-Benefit Employees** - Employees may be hired to fill various temporary and non-benefit positions within the City as approved in the current budget. Temporary and non-benefit employees are employed at will and 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.

**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.

**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.

**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. The City uses the E-Verify program.

**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-21-REC-025  
RECREATION LEADER II - GYM SUPERVISOR (YOUTH  
BASKETBALL)  
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