

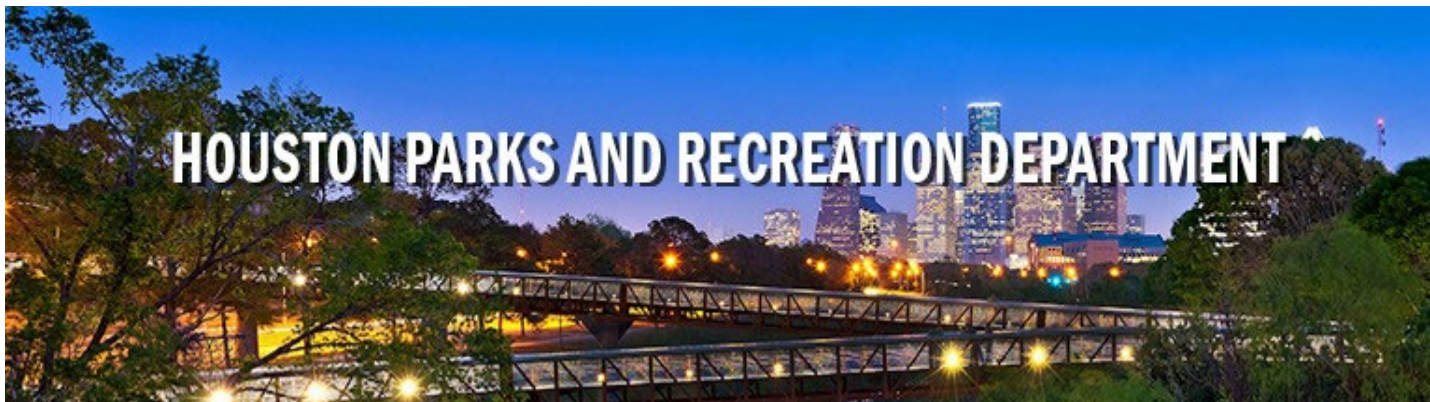


**CITY OF HOUSTON**  
invites applications for the position of:

## **RECREATION ASST-Part Time Comm Ctrs**

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**SALARY:** \$15.00 Hourly  
**OPENING DATE:** 08/26/22  
**CLOSING DATE:** 10/17/22 06:59 AM  
**POSITION OVERVIEW:**



**APPLICATIONS ACCEPTED FROM:** ALL PERSONS INTERESTED

**DIVISION/ SECTION:** RECREATION & WELLNESS/Community Centers

**WORKDAYS & HOURS:** VARIOUS - To include evenings, weekends and holidays.\*

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Houston Parks and Recreation Department is dedicated to building a sustainable community and enhancing the quality of urban life by providing safe well-maintained parks and offering affordable programming for our community. To achieve this mission, HPARD is seeking a **Recreation Assistant Part-Time - Community Centers** to join its **Recreation and Wellness team**.

The potential candidate will play a key role in the following duties:

- Coordinate and monitor recreational activities at community centers, playgrounds and related facilities.
- Instruct or assist with a wide range of programming and free play for community youth.
- May resolve problems and counsel participants; assist with center preparation for programs and activities and assist with facility and cleaning.
- Must be a positive role model for youth, promoting non-violent actions.
- May be responsible for opening and closing facilities.
- May be required to work evenings, weekends and holidays as needed.
- Perform other duties as assigned.

### **WORKING CONDITIONS**

This position will require stooping, bending, and the ability to lift up to 20 pounds. May be required to work outdoors.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

## **EXPERIENCE REQUIREMENTS**

Three (3) months of related experience in recreation or education are required.

## **LICENSE REQUIREMENTS**

May require a valid driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

## **PREFERENCES:**

Applicants with a valid Texas Driver's License will be highly preferred.

***\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\****

## **GENERAL INFORMATION:**

### **SELECTION/SKILLS TESTS REQUIRED**

The selection process will involve application review and/or interview.

### **SAFETY IMPACT POSITION**      **YES**

If yes, this position is subject to random drug testing and if a promotional position, the candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Pay Grade 6**

### **APPLICATION PROCEDURES**

**Only online applications** will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown.

**Applications must be submitted online at:** [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call 832-395-7108.

If you need special services or accommodations, call (832.395.7108). (TTY 7-1-1).

If you need login assistance or technical support call 855-524-5627.

**Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

### **EOE Equal Opportunity Employer**

**The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.**

APPLICATIONS      MAY      BE      FILED      ONLINE      AT:  
<http://www.houstontx.gov>

Position #29285  
RECREATION ASST-PART TIME COMM CTRS  
GM

ONLINE      SUBMISSIONS      REQUIRED

**RECREATION ASST-Part Time Comm Ctrs Supplemental Questionnaire**

- \* 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
  - ☐ Yes
  - ☐ No
- \* 2. How many months of paid work experience do you have related to the description of this position?
  - ☐ Less than 3 months
  - ☐ 3 to less than 6 months
  - ☐ 6 to less than 9 months
  - ☐ 9 months or more
  - ☐ None of the above
- \* 3. How many months of volunteer experience do you have in Recreation or Education?
  - ☐ Less than 6 months
  - ☐ 6 to less than 9 months
  - ☐ 9 to less than 12 months
  - ☐ More than 12 months
  - ☐ None of the above
- \* 4. Have you listed both your WORK and VOLUNTEER Experience above under Work Experience on your application profile?
  - ☐ Yes
  - ☐ No
- \* 5. Describe in detail the type of volunteering experience you have that can be verified? Activities: Name of Organization: Location - City/State: From & To Dates:
- \* 6. Have you worked or volunteered at a City of Houston / Parks and Recreation Community Center in the past?
  - ☐ Yes
  - ☐ No
- \* 7. If Yes, which Location and When? Location Name & Address: When - From & To Dates:
- \* 8. Please select all verifiable work and/ or volunteer experience relating to recreational activities at centers, playgrounds and related facilities listed below:
  - ☐ I have experience working with youth
  - ☐ I have experience working in community centers
  - ☐ I have experience working in aquatics
  - ☐ I have experience as a teacher/ teacher's assistant/ coach/ trainer
  - ☐ I have experience working in a Child Care Facility
  - ☐ I have experience working in Golf Operations
  - ☐ I have experience working in Tennis Operations
  - ☐ I have experience working in Skate Parks
  - ☐ I do not have any experience in the above working environments
- \* 9. What is the highest level of education you have completed?

- ☐ Less than a High School diploma/GED
- ☐ High School diploma/GED
- ☐ Associate's Degree
- ☐ Bachelor's Degree or beyond

\* 10. Do you have a Valid/Current driver's license?

- ☐ Yes
- ☐ No

\* 11. Are you aware that this position is a Part-Time year around opportunity?

- ☐ Yes
- ☐ No

\* 12. What is the area of town (Houston, TX) in which you reside?

- ☐ North Side
- ☐ South Side
- ☐ East Side
- ☐ West Side

\* 13. A very important part of the hiring process requires the applicant to submit their highest level of Completed Education Documentation (High School Diploma/GED/Vocation Certificate/Associate's/Bachelor's/Master's Degree). Have you attached your Education Documentation to your application?

- ☐ YES
- ☐ NO

\* Required Question