



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Director Park & Holladay Park - Park Host Application Summer Hiring 2016

Return application to:

Director Park/Holladay Park
Attn: Alicia Hammock
2909 SW 2nd Ave
Portland, OR 97201

DirectorPark@portlandoregon.gov

Personal Information

Applications are accepted until positions are filled. Priority given to applicants who apply by April 1 2016. Application can be emailed or printed and mailed, or submitted in person at the above address in the box.

- Park Hosts are being hired for Holladay Park in NE Portland and for Director Park in downtown Portland and may be scheduled to work at either or both parks.
- Applicants must be available for the entire season and attend required staff trainings when scheduled.
- Receipt of application will be confirmed by email. Applicants must be available for an in-person interview (no phone interviews) and pass a Criminal Background Check to be eligible for hire.
- The positions require First Aid/CPR certifications and are required to be obtained by 1st date of employment.
- Only completed applications will be considered.
- Resumes will be accepted with the application but are not required.

PARK HOST APPLICATION DEADLINE: April 1st 2016

Employment Dates: Director Park: April/May-ongoing Holladay Park: Late May – early Sept 2016

Name _____ Cell Phone: (____) _____

Address: _____

City: _____ State: ____ Zip: _____ Email: _____

Cell (____) ____ - _____ Email: _____

Do you speak, write or read any languages other than English Yes: _____ No

Have you worked for Portland Parks & Recreation previously? Yes No

When/position: _____

Education – please indicate highest level completed: _____

How did you hear about this job? School (name) _____ Newspaper (name) _____ Craigslist
 PP&R Website Other Website (name) _____ Other: _____

Experience

The Park Host positions utilize a variety of skills and experiences. Please check all the areas that you have experience in (paid or volunteer).

SPECIAL EVENTS & CUSTOMER SERVICE:

- Event Set-Up & Tear Down Catering Experience Site Tours
- Introducing Events (welcoming group, making announcements, etc.) Host/Greeter
- Day of Event Coordination Planning & Organizing Events Site cleaning
- Promoting Special Events (fliers, social media, press releases, etc.)

SECURITY / RULE EDUCATION:

- Educating & Enforcing Rules Security Bouncer

CHESS (not required for the position):

- Play Teaching Experience No Game Knowledge

EMERGENCY SITUATIONS

- Recognizing & responding to emergency situations
- Completing Emergency Forms Calling 9-1-1 / Managing

YOUTH & TEEN EXPERIENCE – work and/or volunteer experience is applicable

- Experience with youth 3-12 yrs old? Experience with teens 13-18 yrs old?

SOUND TECH EXPERIENCE

- Experience setting up portable sound systems Sound tech experience

Supplemental Questions & Information

Your responses to the following questions regarding your ability, experience & training will determine whether you are given further consideration in the selection process. Attach a separate sheet of paper with your answers for additional space. Please include ages/populations and training relative to the position for which you are applying.

Park Host Position Questions

What experience do you have providing excellent customer service to a wide variety of people, including children, teens, families, and seniors?

What experience do you have working or volunteering with special events, programs, rentals, and/or classes?

Availability

Hours and schedules are determined by position, park use, weather, programs, rentals, and employee experience and performance. Schedules are set monthly. Staff are scheduled as needed and we cannot guarantee hours requested below. Full-time 40 hours a week park host positions are not typically available.

PARK HOST: Please complete this section:

*Park Hosts MUST be available to work a minimum of 3 shifts/week including evenings and weekends.

Days & Hours you are available to work – If you are available any hours, put the word ANY.

HOURS	MON	TUE	WED	THU	FRI	SAT	SUN
FROM							
TO							

Hrs/week available to work. Check all that apply: 10-20 hrs 20-30 hrs 30-35 hrs

What is the earliest date you can report to work? _____ Last date? _____

Area of Portland you prefer to work? (Mark all that apply) Downtown NE Portland

Specify dates you will not be able to work between *mid-May to mid-Sept: *Training will take place in late May 2016 and is a condition of employment.

Applications with incomplete availability dates WILL NOT be considered

Important! The following information is very important and has direct bearing on
Consideration for employment.

- I understand I am required to attend all mandatory trainings and meetings as required.
 - I understand that only in-person interviews will be conducted.
 - I understand if my availability becomes less/changes, I will receive less hours and may be terminated.
 - Yes No Have you worked for Portland Parks & Recreation previously?
- If yes, please state dates, position, duration, wage and termination reason: _____

Work/Volunteer History

Previous work or volunteer experience

Employer: _____ Phone: (____) _____ - _____
Name of Supervisor: _____ Title: _____
Position Held: _____ Dates Employed: _____ To _____
Duties: _____

Wage: _____/hr Hours: _____/Week May we contact this employer? Yes No
Reason for leaving: _____

Employer: _____ Phone: (____) _____ - _____
Name of Supervisor: _____ Title: _____
Position Held: _____ Dates Employed: _____ To _____
Duties: _____

Wage: _____/hr Hours: _____/Week May we contact this employer? Yes No
Reason for leaving: _____

Employer: _____ Phone: (____) _____ - _____
Name of Supervisor: _____ Title: _____
Position Held: _____ Dates Employed: _____ To _____
Duties: _____

Wage: _____/hr Hours: _____/Week May we contact this employer? Yes No
Reason for leaving: _____

References

List Professional and/or Volunteer References.

1. Name: _____ Phone #: _____
Relationship to applicant: _____ Email: _____
2. Name: _____ Phone #: _____
Relationship to applicant: _____ Email: _____

Other Information

Name of Applicant: (please print) _____

I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal, and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by position, program demand, facility need, weather, mobility, and employee experience.

I have made no willful misrepresentations, omissions, or falsifications. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

SIGNATURE: _____ **DATE:** _____

VETERAN'S PREFERENCE:

If you are requesting "Veteran's Preference", attach a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for. "Veteran's Preference" documentation must be submitted with your application.

DIVERSE WORKFORCE:

Portland Parks & Recreation values a diverse workforce and seeks ways to promote equity and inclusion within the organization. PP&R encourages candidates with knowledge, ability and experience working with a broad range of individuals and diverse communities to apply. PP&R encourages candidates that can fluently speak more than one language.

Office Use Only

NEW Applicant Name: _____ Date Received: _____

RETURNING

Application Received Acknowledgement Email Date: _____ Initials: _____

Did Not Meet Minimum Qualifications Email Date: _____ Initials: _____

Set-up Interview Date: _____ Time: _____ Date: _____ Initials: _____

References Checked Employment Date: _____ Initials: _____

No, Date Notified: _____ Initials: _____

Yes, Date Notified: _____ Initials: _____ Start Date: _____

Position: _____ Hourly Wage: _____

Hire Confirmation Letter Training Information Other: _____