



If you are applying for the same site you worked at last summer, please fill out this application and return to your community center or supervisor.

If you wish to apply for a new site or program, please fill out the application for new staff found here: <http://bit.ly/summerrecreationapplication> You may email any questions you may have to our Citywide recreation team at: ParksRecreationHiring@portlandoregon.gov

Applicants must be available during the entire season (June 13 – August 26) and attend mandatory staff trainings between June 3 and June 12. A valid food handler’s card may be required if assigned to a site with a federal free lunch program.

Seasonal Recreation Support Staff positions organize, plan and lead a variety of activities including art, craft, music, performance, science, games, nature and sports in addition to supporting the physical, social and cognitive development of preschool and school-aged participants. Positions will be responsible for maintaining discipline and safety while monitoring youth, consistently modeling appropriate behavior, administering basic first aid, maintaining accurate program records, and performing maintenance duties as assigned.

What site did you work at last year? _____ What position did you have? _____

Do you want to return to that site? If Yes, please return this application to your former supervisor.
 If No, please return this application to Citywide Recreation at the above email address.

Name _____ Phone (____) _____ - _____ Email _____

Address _____ City _____ State _____ Zip _____

High School Diploma/ GED Y/N _____ Highest education completed _____ Alternate Phone (____) _____ - _____

Do you speak, read, or write any languages other than English? Y/N _____ What Languages? _____

When are you available to work?
(Summer Camps: 7am-6pm, SFFA & Urban Parks: Days, Evenings, Weekends)

Days	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Hours							

Are you available June 3rd through August 26th? Yes No Please list dates you will be unavailable _____

Area of Portland you prefer to work: North Outer Northeast Inner Northeast East Outer Southeast Inner Southeast
 Northwest Southwest Downtown I will work anywhere!

List specific programs or locations if applicable: _____

If you are not selected for the program above would you be willing to work for another camp/program? Yes No

What is most important to you? (Please rank 1st, 2nd, 3rd) Time of Day _____ Hours/Week _____ Location _____

Please list your employment and/or volunteer history. Begin with your most recent experience.

Employer: _____ Phone: (____) _____

Position Held: _____ Dates Employed: _____ to _____

Experience/Skills

1. What is your experience around Equity and Diversity? What experience do you have working within diverse populations and how would you call upon this experience in your role with Portland Parks & Recreation?

4. Please mark the appropriate areas below with the notes below. **Mark each area with all notes that apply**

(Not required for Summer Free For All or Urban Park Attendant)

P- I have participated in activities in this area

T- I have taught or led specific activities in this area

E- I have received training in this area

Skill	Experience	Skill	Experience
Arts & Crafts		Customer Service	
Songs & Skits		Sound Tech	
Science & Nature		Event Set-Up & Tear Down	
Active Group Games		Education and Enforcing Rules	
Soccer		Other:	
Basketball		Other:	

5. Briefly describe your experience with the skills above

References

1. Name _____ Relationship to applicant _____
 Phone _____ Email _____

2. Name _____ Relationship to applicant _____
 Phone _____ Email _____

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.**

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 program demand, facility need, weather, and 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 _____

Portland Parks & Recreation (PP&R) 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. Although not required, PP&R encourages candidates that can fluently speak another language to include that information in their application.

Office Use

Application Reviewed by Citywide Staff _____ Date Received _____

Hired or Not Hired? _____ Site / Position Hired For _____



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Portland Parks & Recreation Confidential Applicant Information

Gender, Ethnicity & Race Self-Identification Form

Portland Parks & Recreation invites applicants to self-identify their gender, ethnicity, and race. This voluntary information is separated from the application at the time of processing and prior to evaluation of the application. Submittal of this information is strictly voluntary and will be kept confidential. When reported, data will not identify any specific individual.

Personal Data

Gender: How do you identify? _____

Race/Ethnicity

Which of these group(s) best describes how you identify yourself racially and/or ethnically?

- | | |
|--|---|
| <input type="checkbox"/> African Immigrant | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Slavic/Eastern European Immigrant | <input type="checkbox"/> White |
| <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> Other: _____ |