



Applications are accepted until positions are filled. Priority given to applicants who apply by March 18.

All candidates who submit an application are required to attend one of three Interview sessions during the months of March and April in order to be considered for employment. 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 free summer lunch program.

Applications may be sent to: Citywide Recreation Team - Summer Staff Hiring
Portland Parks & Recreation
305 NE 102nd Ave, Suite 250
Portland, OR 97220

Or emailed to: ParksRecreationHiring@PortlandOregon.gov

Online application found here: <http://bit.ly/summerrecreationapplication>

Summer Recreation Staff positions may organize, plan and lead a variety of youth activities including art, craft, music, science, sports, community drop-in activities, and support special events programming that occurring within the Portland Metro area.

Please select areas and positions you are interested in below.

- Youth Camps Drop-In Activities Sports Special Events

Specialty Camp Instructor Must be 18 years old by June 13, 2016. ::Candidates may submit a resume with application::

- Gymnastics Skateboarding Fine Arts

Camp Counselor II Must be 18 years old by June 13, 2017. ::Candidates may submit a resume with application::

Camp Counselor I Must be 16 years old by June 13, 2017.

Camp Counselor I: Jr Counselor Must be 15 years old by June 13, 2017.

Summer Playgrounds Counselor II Must be 19 years old by June 13, 2017. ::Candidates may submit a resume with application::

Summer Playgrounds Counselor I Must be 17 years old by June 13, 2017.

Summer Free For All Attendant Must be 18 years old by June 13, 2017. Production staff for concerts, movies and rock wall.

Urban Park Host Must be 21 years old by May 2017 Outdoor Event Host at Director & Holladay Park for daily use & special events

Inclusion Assistant Must be 18 years old by June 13, 2017

Name _____ Phone (____) _____ - _____ Email _____

Address _____ City _____ State _____ Zip _____

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

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

Have you worked for Portland Parks & Recreation before? Y/N _____ When/Position _____

How did you hear about this job? Craigslist _____ PP&R Website _____ Job fair (which) _____ School (which) _____

Newspaper (which) _____ Other Website (which) _____ Other _____

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 Which dates will you be unavailable to work? _____

What is the earliest date before June 3rd that you can report to work _____ Last date? _____

How many hours a week can you work? 5-10 10-20 20-30 30-40

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 site if applicable _____

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.

1. Employer: _____ Phone: (____) _____ - _____

Position Held: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: /Week May we contact this employer: Yes No

Reason for leaving: _____

2. Employer: _____ Phone: (____) _____ - _____

Position Held: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: /Week May we contact this employer: Yes No

Reason for leaving: _____

Experience/Skills

1. Why are PP&R programs important to our communities? Why do you want to work with this program?

2. 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?

3. **YOUTH PROGRAM APPLICANTS**- Do you have experience working with youth? Yes No Describe situations in which you have cared for youth in the past- include professional work experience, volunteer experience and/or experience in a family setting and specific ages. **(Not required for Summer Free For All Attendant or Urban Park Host positions)**

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		Educating 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	<p>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.</p> <p>Veteran's Preference documentation must be submitted with your application.</p>
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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	NEW RETURNING Application Reviewed by Citywide Staff Date Received _____
	Hired or Not Hired? _____ Site / Program Hired _____



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: _____ |