

**Activities Coordinator – Blaine-Birch Bay Park and Recreation District 2 - Part-time (up to 30 hours a week) Starting Pay: Negotiable, based on experience.**

The Blaine-Birch Bay Park and Recreation District is currently seeking an Activity Coordinator to plan, organize, coordinate, administer, and promote athletic, fitness and recreation programs for the community's youth and adults. This position will report directly to the Program Manager.

- Plan, implement, supervise and promote recreational programs and activities for people of all ages.
- Ensure a safe and fun environment at the Birch Bay Activity Center and Blaine Pavilion Building.
- Clean and maintain recreational equipment and light janitorial work.
- Assist with office tasks, scheduling and fee structures.
- Collect admission fees for recreational activities, facility or equipment rentals.
- Check out equipment.
- Work with Program Manager to create and implement new activities and programs.
- Promote programs sponsored by BBBPRD2
- Perform other duties as assigned.
- Optional: Be an instructor for activities. Certified Instructors are encouraged to teach classes!

Please email your cover letter and resume to [info@bbbprd2.com](mailto:info@bbbprd2.com) If you have questions, please call or text 360-656-6416.

The candidate should possess the following:

- Polite, respectful, and professional • community orientated • fair, trustworthy, sound reasoning skills, strong work ethic, and pro-active • team player • work independently • willingness to learn new skills
- Able to establish and maintain effective working relationships with other employees, department heads, agency heads, community groups and the public,
- Ability to present ideas and recommendations clearly and concisely, both orally and in writing
- Must have a valid driver's license, proof of insurance and good driving record
- Operating a personal computer utilizing standard software
- Ability to speak clearly and persuasively in positive or negative situations.
- Red Cross CPR, First Aid, AE or ability to obtain and maintain within 3 months.
- Preferred to have at least 2 years' experience in the Fitness or Recreation field.
- Must pass a background check.



### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Maiden Name / Alias \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a misdemeanor or felony? YES NO

If yes, explain: \_\_\_\_\_

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

#### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*I understand that a Washington State Conviction Criminal History Record background check is mandatory before an interview for the position applied for is granted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_