



POSITION OPENING

STADIUM RECREATION SUPERVISOR

Renton Memorial Stadium

This position provides event support for the community groups that rent the stadium and its facilities. Days and hours of work will vary to meet community usage needs and will occur mainly on Saturdays and/or Sundays. This is not a 40 hour a week position and does not have benefits attached to it.

RESPONSIBILITIES

1. Provide support for community activities at the District Stadium. Ensure that the necessary services are provided, to successfully accomplish rental activities requests, in a timely manner. This includes the following:
 - a. Opening facility at least a half hour before the event is scheduled. This includes opening restrooms, uncovering the public pay phone and setting up any equipment associated with event (i.e. soccer flags, football lines equipment, press box/scoreboard, microphones) if needed.
 - b. Be knowledgeable about all areas of the stadium, from door locks to stadium lights.
 - c. Learn location of electrical panels and what switches belong to field lights, restroom lights, first aid office lights and press box lights and power.
 - d. Learn where safety equipment is located in first aid office and how the cameras work.
 - e. Learn location of soccer flags and football down marking equipment and where equipment is placed on field.
 - f. Place informational signs out before each event. Meet and greet each group as they enter the stadium.
 - g. Be familiar with the stadium guidelines that affect the stadium and people that use said facility.
 - h. Responsible for making sure community groups use fields, track and equipment with respect and follow the stadium guidelines.
 - i. Maintain stadium log for work hours and amount of time lights are used. Note in detail any unusual events that occurred during work hours and if security and/or aid car was called. Know how to contact district security, local police and aid car if needed.
 - j. Close facility at the end of each event; determine before leaving that all equipment is put away and all gates, doors, and windows are secured and all lights, except those left on for safety reasons, are turned off.

MINIMUM REQUIREMENTS

1. Experience and/or demonstrated aptitude for successful fulfillment of assigned duties.
2. Must have a Valid Washington State Drivers License.
3. Ability to communicate effectively in the English language.
4. Must have knowledge, skills and abilities related to community hosted events.
5. Must be able to work flexible hours as required by stadium usage agreements.
6. Ability to follow oral and written instructions.
7. Ability to accurately complete written records and forms.
8. Ability to set alarms at stadium.

9. Ability to establish and maintain effective working relationship with supervisor.
10. Ability to stand for long periods of time, walk long distances, bend, stoop, and twist frequently.
11. Ability to move up to 20 pounds.

Hourly Rate: See Hourly Pay Schedule posted on District website

APPLICATION

Interested candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

In-district applicants

In-district applicants should click on "district employee" within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.