



Lead Program Monitor – Hoopers Basketball

North Clackamas Parks and Recreation District (NCPRD) Sports division has immediate openings for reliable, hard-working and enthusiastic part-time employees to join our Hoopers Basketball staff. The Hoopers Basketball program is a recreational basketball program that is open to boys and girls grades K-12.

Lead Program Monitors will be responsible for supporting Program Monitors during weekly practices and Saturday & Sunday games. The Hoopers season runs January - March. Practices and games will take place at North Clackamas School District and Parks District gyms. Lead Program Monitors will work December to March.

Lead Program Monitor Responsibilities:

- Assist in staff training development and execution
- Check in Program Monitor staff communicating league or NCPRD information
- Ensure program supplies are ready and available
- Update and maintain staff binders
- Troubleshoot facility and customer problems
- Assist opening and closing facilities in addition to monitoring program activities during practices, league games and tournaments.
- Opening and closing North Clackamas School District facilities in addition to monitoring Hoopers program activities during weeknight practices and weekend games and tournament.
- Communicating and enforcing permitted use of all facilities to the appropriate users.
- Setting-up and taking down equipment for practices, games and tournaments including raising/lowering basketball hoops, prepping bleachers and setting up chairs.
- Distribution of program equipment including basketballs, pinnies, cones and first aid.
- Enforcing and explaining NCPRD facility use rules, policies and procedures to spectators and participants to ensure a safe and enjoyable recreational environment for all.
- Completing reports regarding daily activity, accidents and incidents that occur at each facility during hours of program operation.
- General maintenance during program events including facility condition and safety checks, picking up and emptying trash and monitoring restrooms to ensure cleanliness and supplies are stocked.
- Representing NCPRD Sports and Hoopers Basketball in a professional manner at all times.

Qualifications:

- Combination of education and experience which provides the knowledge, skills and abilities to perform the job.
- Previous recreation or youth/adult sports experience is desirable.
- Proven customer service skills including the desire to provide 5 star customer service at all times in all situations to all age groups.
- Exceptional verbal and written communication skills.
- Highly self-motivated, proven ability to work independently, professional demeanor, exceptional reasoning and problem solving skills.
- Physical ability to lift and carry up to 50 pounds.
- Basic computer and internet skills.
- Must possess a valid driver's license, have a clean driving record and reliable transportation.
- All applicants must be at least 18 years of age.

Work Hours:

- Lead Program Monitors must be available to work evenings (starting at 4:00 PM) and weekends. Saturday and Sunday hours will vary depending upon game schedules.
- Must be available and flexible to work evening and weekend hours for the entire length of the program (December – March).
- Attend required meetings and trainings.
- Estimated weekly work hours are 15 – 30.

Compensation:

Starting at \$16.22

All chosen candidates will be required to pass a criminal history background check and obtain their First Aid/CPR Certification within 30 days of hire. *First Aid/CPR training and certification will be provided for free to all hired applicants

To Apply:

Apply online at Indeed.com, or submit your completed application to Josh Brandl at jbrandl@ncprd.com. Please also include any additional information you would like us to know about your availability and applicable experience.

EMPLOYMENT APPLICATION



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

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APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied for			
Date Available			
Do you expect to have other employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, describe
Have you ever worked for NCPRD before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Did an NCPRD employee refer you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who?

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

EMPLOYMENT APPLICATION



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PREVIOUS EMPLOYMENT	
Company	Phone ()
Address	
Job Title	Supervisor
Responsibilities	Number of hours per week:
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	
Job Title	Supervisor
Responsibilities	Number of hours per week:
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	
Job Title	Supervisor
Responsibilities	Number of hours per week:
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE	
<p>My signature affirms that I release from liability any employer, person, or employee supplying reference information regarding my previous employment and me. I also release Clackamas County from all liability, which may result from making any investigation of information provided in the application materials. I certify that all information on this application is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification from employment consideration. I understand that I must prove that I am authorized to work in the United States if hired.</p>	
Signature	Date