



PORTLAND PARKS & RECREATIONSM

Healthy Parks, Healthy Portland

Portland Parks & Recreation (PP&R) is hiring people for part-time, year-round jobs in the Recreation Division!

Job Appointment: Casual, Part-Time.

Work Schedule: These are part-time positions with flexible hours and may include days, evenings, weekends, and holidays. Work hours can be assigned verbally and depend on enrollment levels, needs of the program, and other factors. There is no guarantee of the number of hours needed each week nor the number of hours worked from week to week. Employees in these positions serve at will.

Work Location: At various locations across Portland, OR.,

Benefits: These positions have limited benefit eligibility. Please review the Benefits tab for more information.

Language Pay Differential: Employees who speak one or more languages in addition to English and who use their language skill to assist the community, may receive additional pay. More about the process can be found [here](#).

Application Material: Please click APPLY to submit your application via the City of Portland's online portal. You will need to submit a work history and answer supplemental questions for this application.

Hiring Manager: Laura Becker

NOTE: This is an open and continuous recruitment for year-round employment. This means interview and hiring dates are not set at this time and will depend on position need and availability. **Eligible applicants will only be contacted when positions become available.**

POSITION SUMMARY

Portland Parks & Recreation currently operates eight Community Centers that serve and engage the public within the Portland area. Community Centers are open to the public for drop-in and registered activities including, but not limited to swim lessons, camps, sports, art classes, music lessons, Adaptive & Inclusive Recreation programming, Lifelong Recreation programming, and TeenForce.

This sample material was created by Portland Workforce Alliance (PWA). PWA believes in big dreams and good careers for all students. We see meaningful access to career development as a matter of social and economic justice. To learn more about our student opportunities, visit our website at portlandworkforcealliance.org

We are looking for people to work at the following Community Centers: Charles Jordan, East Portland, Matt Dishman, Montavilla, Peninsula Park, St. Johns, Southwest, and Woodstock.

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Positions include:

RECREATION ASSOCIATE – CUSTOMER SERVICE REPRESENTATIVE

Position/s: Customer Service Representative - These positions are union represented.

Customer Service Representatives are responsible for providing quality customer service to everyone, either on site or over the phone, when representing Portland Parks & Recreation (PP&R) in a variety of environments, including, but not limited to, PP&R Centers/buildings, pools, parks, outreach events, schools, and other places where PP&R provides programs, activities and/or information sessions. This includes frequent interaction with the public and Portland Parks & Recreation staff.

Customer Service Representative

Complete registrations for activities and process and collect admissions for drop-in activities including aquatic and fitness programs, tennis courts, art studios. Demonstrate superior customer service skills. Provide facility reservation information, schedule lessons, sell concessions, process payments, answer phones, provide clerical support, take messages, and support facility rentals. Assist with cleaning and maintaining the facility throughout the day.

Locations: Charles Jordan Community Center, East Portland Community Center, Matt Dishman Community Center, Montavilla Community Center, Peninsula Park Community Center, St. Johns Community Center, and Southwest Community Center

Shift Ranges: Can include weekday and weekend early mornings, mornings, afternoon, and evenings, and possible holidays.

Ages:

Customer Service Representative (Must be at least 18 years old)

Wage Range (applicants start at the entry hourly rate):

Recreation Associate - Customer Service Representative \$19.52 - \$22.78 (entry is \$19.52)

Training Wage: The training wage is \$19.52 for all customer service positions

Please note: This position is represented by Labors' (LiUNA) Local 483 - Recreation. Applicants start at the entry hourly rate. To view the labor agreement, please go to the [Labor agreements webpage](#) and click on the appropriate link.