

Kirkland Parks and Community Services – Job Opportunities
www.Kirklandwa.gov/ParksJobs

Fall, Winter, Spring 2024- 2025

Recreation Attendant - KTUB \$17.42-\$20.80 per hour Year-round opportunity
Typical hours: 10-17 hours per week, mostly evenings and weekends
Work location: Kirkland Teen Union Building (KTUB)
The role: Provide customer service during after school drop-in hours and weekend events. Hold conversations with teenagers and pass on feedback about KTUB, and assist with check-in process, homework help, office duties, and ensure a safe environment. **Must be 16+**

Recreation Lead - KTUB \$18.26-\$21.81 per hour Year-round opportunity
Typical hours: 10-17 hours per week, mostly afternoons, evenings and weekends
Work location: Kirkland Teen Union Building (KTUB)
The role: Provide office and project support for our team. Use professional phone etiquette, provide timely email responses and customer service during after school drop-in hours and weekend events. **Must be 18+**

Recreation Attendant – Rentals \$17.42-\$20.80 per hour Year-round opportunity
Typical hours: 4-17 hours per week, mostly evenings and weekends
Work location: Heritage Hall, City Hall, Peter Kirk Community Center, North Kirkland Community Center
The role: Provide customer service by phone and in-person during private facility rentals for parties, weddings, banquets, and celebrations. May also provide facility coverage during recreation programs and light office duties. **Must be 18+**

Recreation Lead – City Hall & NKCC \$18.26-\$21.81 per hour Year-round opportunity
Typical hours: 10-17 hours per week, between Monday-Friday, 8am-5pm
Work location: City Hall, North Kirkland Community Center
The role: Provide office and project support for our business team and phone, email, and walk-up customer service for community members. Flexible hours available. **Must be 18+**

After School Camp Leader \$19.66-\$23.48 per hour September - June
Typical hours: up to 20 hours per week, Monday-Friday after school: M, T, Th, F – 3:15pm-6:00pm; Weds – 1:45-6:00pm; ½ day hours are 11:20am-6:00pm
Work location: Peter Kirk Community Center
The role: Supervise children and lead camp activities for grades K-5, to promote recreation and learning after school. Support participants by leading games, arts and crafts, homework help, and outdoor play. Ensure safe and enriching after school camp experience. **Must be 18+**

Recreation Lead – Youth Basketball \$18.26 - \$21.81 January 11 – March 15
Typical hours: 8am-5pm on Saturdays
Work location: Kirkland and Kamiakin Middle Schools
The role: Set up basketball courts for games, help volunteers with score clocks, check-in referees for games, and help with the flow of the day by monitoring games and answer any questions or concerns. No refereeing required. We have two locations; we staff at least 2 Facility Leads at each location. **Must be 18+**



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Recreation Attendant – Preschool Sports \$17.42-\$20.80 per hour September - October

Typical hours: Approximately 8am-3pm on Saturdays

Work location: 132nd Square Park and Crestwoods Park

The role: Help kids get comfortable with sports, learn the rules, and play safely. Set up and clean up fields, ensure coaches/players have equipment, greet players, coaches, and families. Monitor the fields, provide customer service, respond to questions or concerns. No refereeing required. **Must be 16+**

Recreation Attendant - Volleyball \$17.42-\$20.80 per hour Year-round opportunity

Typical hours: 3-16 hours per week, mostly weekday evenings

Work location: Summers: Juanita Beach, School year: Lake Washington School District gyms

The role: Provide customer service to volleyball league players and document game scores. **Must be 18+**

Program Instructor II – Preschool Movement \$21.67 - \$25.87 per hour September - June

Typical hours: Tuesdays and Wednesdays, 9:30 am – 12:30 pm.

Work location: North Kirkland Community Center

The role: Teach preschoolers movement activities (similar to Little Gym) that promote hand eye coordination, balance, large and small muscle development. **Must be 18+**

Program Instructor II - Preschool Art \$21.67 - \$25.87 per hour September – June

Typical hours: Thursdays, 9:15 am – 11:30 am

Work location: North Kirkland Community Center

The role: Teach Story Art and Science Art to preschoolers. School year position. **Must be 18+**

Program Instructor II - Preschool \$21.67 - \$25.87 per hour September – June

Typical hours: Wednesdays, 9:15 am – Noon

Work location: North Kirkland Community Center

The role: Teach a preschool program prepping children for kindergarten. Art, circle time, weather, science, ABC's and 123's. School year position. **Must be 18+**

Program Instructor III – Preschool Dance \$30.10 - \$35.95 per hour Year-round opportunity

Typical hours: Tuesdays, 9:30 am – 12:30 pm. Starts in September.

Work location: North Kirkland Community Center

The role: Teach Ballet/Tap Combo, Mini Hip Hop and Ballet to preschool age children. **Must be 18+**

Recreation Lead - Events \$18.26-\$21.81 per hour Year-round opportunity

Typical hours: 10-40 hours per month, mostly on weekends

Work location: Various Kirkland Parks and Facilities

The role: Set-up our large LED screen and run the audio/visual equipment for movie nights. Provide support and customer service at festivals, cultural celebrations, and our 4th of July parade. **Must be 18+**

