

Opportunities in Edmonds

ATHLETICS DEPARTMENT SEASONAL OPENINGS

(Applications will be reviewed on an as-needed basis)

The Edmonds School District seeks outstanding professionals who are committed to helping young people achieve success, enjoy working in a collaborative environment, look for opportunities to expand their capabilities, and view education as a partnership of students, staff, parents and community.

POSITION DESCRIPTION

The Athletics Department has openings for individuals interested in assisting with various athletic events. The successful applicant will have a significant amount of interaction with students, parents and District staff requiring the ability to interact effectively with a variety of people. Possible positions available are:

- **Athletic Event Worker:** \$ 7.50 per hour
- **Athletic Ticket Manager:** \$10.00 per hour
- **Athletic Site Supervisor:** \$10.00 per hour

Salary: Rate of pay is subject to School Board approval.

Work Year: On call; varies with sport season and events.

APPLICATION STEPS

Please complete all steps in the application process so that we may fully consider you. We are seeking the best applicant for this position and will give time and care to review your materials.

- ✓ Submit a completed ***District Application Form*** (application forms can be downloaded from the District's website at www.edmonds.wednet.edu or are available from the Human Resources Division).
- ✓ Submit a ***Letter of Application*** addressing the position(s) in which you are interested and your experience.
 - Provide specific examples of work or volunteer experience, accomplishments, and achievements that demonstrate your ability to perform the work.
 - Each example should include information concerning the setting where the experience was gained.
 - Examples should be descriptions of what **you have done**, **not** descriptions of how to do the work or statements that you have done the work.
- ✓ You may submit other information of your choosing, such as work samples or letters of reference.
- ✓ Current district employees **must** complete a letter of application. In addition, we ask that you also submit either an official application form or a letter authorizing the hiring committee to review your personnel file.

Questions? Call: Traci Penney, (425) 431-7011.

UPON HIRE

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check. All newly hired employees must complete a probationary period of 90 days following their hire date.

The Edmonds School District prohibits discrimination based on race, color, religion, creed, national origin, gender, sexual orientation, marital status, age, or the presence of a disability, or any other basis prohibited by law or Edmonds School District policy. The Edmonds School District is an equal opportunity employer and has implemented programs to address the diversity of its workforce. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer, Debby Carter, Section 504 compliance coordinator, Katy Wysocki or ADA coordinator, Debby Carter, at 20420 68th Ave. W., Lynnwood, WA 98036-7400 – (425) 431-7000.

Edmonds School District 15 • 20420 68th Ave. West • Lynnwood, WA 98036-7400 • 425-431-7020 • FAX 425-431-7034

It is the mission of the Edmonds School District to advocate for all students by providing a learning environment which empowers students, staff, and the community to maximize their personal, creative and academic potential in order to become lifelong learners and responsible world citizens.