



125 S. Elliott, Newberg, 97132  
503-537-2909



Chehalem Park and Recreation District has various positions that open up throughout the year. Any openings will be listed below. At this time, you may pick up and return an application at one of the following locations:

1802 Haworth Av - Registration Office (for any position)  
125 S Elliott Rd - District Office (for any position)  
4501 E Fernwood Rd - Chehalem Glen Golf Course (\*Golf Course applications)

***Chehalem Park and Recreation District is an equal opportunity employer***

The Chehalem Park and Recreation District is an Equal Opportunity Employer and complies with provisions of the various civil rights laws including: the Fair Employment Practice Act.

The District is committed to maintaining a drug-free workplace and strictly complies with the Drug-Free Workplace Act of 1988.

Upon request, the District will give reasonable accommodations during the application and interview process as required in accordance with the Americans with Disabilities Act of 1990.

**FOLLOWING INFORMATION BELOW:**

EMPLOYMENT OPPORTUNITITES

EMPLOYMENT APPLICATION FORM

BACKGROUND CHECK FORM

VOLUNTEER COACHES FORM

**SPORTS**

**Bus Driver needed for Middle School Sports games. Please contact Mike at 503-537-2909 or [garritm@cprdnewberg.org](mailto:garritm@cprdnewberg.org)**

**Facility Supervisors for Fall sprots programs.** Evening and Saturday shifts available. Please contact Mike Garrity at 503-537-2909 or [garritm@cprdnewberg.org](mailto:garritm@cprdnewberg.org) .

## **COMMUNITY SCHOOL:**

We are currently offering classes at seven schools in Newberg and Dundee, some immediately after school and some later in the evening. Occasionally, we even hold events over the weekend.

Most of our classes are once a week for one hour. A few that require set up or clean up have been a bit longer (e.g. clay and cooking classes). Elementary schools currently end at approximately 3:10 pm. Students are overseen by a Community School site attendant and given a small snack before class begins about 15 minutes later. Teachers pick their students up from the snack area and carry on with their instruction in a specified room during the next hour, after which the site attendant again oversees the children until they are picked up by a parent. Middle school scenarios are similar, with school ending at 2:25 pm. High school students and adults enrolled in after school/evening classes are not given a snack or supervision.

Potential teachers who are not certified are interviewed, as well as asked to submit resumes and references. Certified teachers currently employed by NSD are recommended by their administration. People who teach for us sometimes volunteer their time and sometimes ask to be paid. Hourly wage depends on a number of factors, including experience teaching their subject, experience teaching children, other professional qualifications and class size. In rare instances, the cost of travel has been figured in as well. We pay for instructional time only (unfortunately not for prep time) with the hourly wage varying from \$12-\$20 in most cases. Teacher contracts must be completed, signed and approved by the CPRD board annually.

The Community School is a fee-based program, with class tuition covering costs for the teacher, the materials and 20% overhead for program administration. Of course, we try to keep the cost low so that classes are accessible to everyone, since this is a non-profit, community education program. We offer scholarships, as well. Generally, enrollment must reach a minimum number of students to cover the cost of the class, or we must cancel it. We have made exceptions in some cases, when the instructor is willing to contract on a sliding scale, based on enrollment. In that case, we subtract the cost for materials and pay the teacher 80% of the remaining class income. This option is available so that classes can be run even with small numbers.

All our teachers are required to submit to a criminal history background check and those teaching in the school buildings must obtain an ID badge through CPRD. Instructors provide the CS office with a simple syllabus for each term. They also take attendance each week for our records and help students prepare for the end-of-term Showcase Event, an evening program designed to allow students a chance to demonstrate their new skills or display their accomplishments. Teachers are paid the additional hour to attend the Showcase.

We hope this has answered most of your questions about teaching for us! If not, feel free to contact us at [commsch@cprdnewberg.org](mailto:commsch@cprdnewberg.org) or phone the office 503-554-6640.



# Volunteer Opportunities

## How can I get involved?



Are you looking for ways to share your time, talents or interests with others? Here's your chance. The Community School is always looking for teachers and volunteers for our classes and programs. We have volunteer opportunities in many different areas. All you need is a desire to connect with others in your community. What's your passion? Consider sharing it!

Take a look at the opportunities listed below and if you are interested, contact us. Find out how rewarding it can be to share your time and talent with others!

- Organizing an event
- Helping with the set-up of an event
- Mentor in an elementary school
- Assisting with clerical tasks
- Help English language learners practice English
- Teach a class or workshop \_\_\_\_\_
- Assist a teacher with a class
- Serve as a site attendant
- Help with our greenhouse
- Other \_\_\_\_\_

Interested? Give us a call at 503-554-6640 or contact us at  
[commsch@cprdnewberg.org](mailto:commsch@cprdnewberg.org)



CHEHALEM PARK AND RECREATION DISTRICT  
 125 S. ELLIOTT ROAD, NEWBERG, OR 97132  
 503-537-2909 PHONE - 503-538-9669 FAX

**EMPLOYMENT APPLICATION**  
**FORM 1A**

_____	_____	_____	_____
Last Name	(First)	(M.I.)	Position Applied For
_____			_____
(Home Address)			Date of Application
_____	_____	_____	_____
City	(State)	(Zip)	How did you learn of this position?
_____			Accommodation needed to meet job qualifications: _____
(Office/School Address)			_____
_____	_____	_____	Resident Alien _____
(City)	(State)	(Zip)	Non-Resident Alien _____
_____		_____	
(Home Telephone)	(Office/School Telephone)		

**Colleges and Universities Attended** (or equivalent professional training or study)

Name of institution (or private instructor)	Location Dates Attended From ___ To ___	Undergraduate or Graduate	Degrees received (B.A., B.S., etc.)	Mo./Yr. Degree Rec.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Academic Specialization**

Undergraduate: Major Fields of study \_\_\_\_\_  
 Minor Fields of study \_\_\_\_\_  
 Graduate: Major Fields of study \_\_\_\_\_  
 Other Fields of advanced study \_\_\_\_\_

**SPECIALIZED TRAINING, WORKSHOPS, INSTITUTES OR SEMINARS** (List names and dates of attendance)

Name and Location	From To	Field of Study or Titles of Special Courses	Certificates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUPERVISOR'S NAME AND TELEPHONE \_\_\_\_\_

YOUR TITLE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DUTIES (BE SPECIFIC) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**PROFESSIONAL, CIVIL OR SERVICE SOCIETIES, MEMBERSHIP**

Name of Organization	Offices, Committees	Dates
_____	_____	_____
_____	_____	_____

**REFERENCES:** Please list below three references in which we can contact. Please do not include family members on your list.

NAME	PHONE NUMBER	RELATIONSHIP	NO. OF YEARS KNOWN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAME	PHONE NUMBER	RELATIONSHIP	NO. OF YEARS KNOWN
_____	_____	_____	_____

NAME	PHONE NUMBER	RELATIONSHIP	NO. OF YEARS KNOWN
_____	_____	_____	_____

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please give date: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No Date of conviction \_\_\_\_\_

Nature of Offense: \_\_\_\_\_

Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position in which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain \_\_\_\_\_

Have you ever served in the military \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please give date \_\_\_\_\_

FROM: \_\_\_\_\_

MO. YR.

TO: \_\_\_\_\_

MO. YR.

TOTAL TIME: \_\_\_\_\_

MO. YR.

FULL TIME? \_\_\_\_\_

STARTING SALARY \$ \_\_\_\_\_

LAST SALARY \$ \_\_\_\_\_

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**AGREEMENT**

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I certify that answers given herein and within the attached skill sheets are true and complete to the best of my knowledge.

I authorize investigation of all statements contained I this application for employment as may be necessary in arriving at an employment decision. The Chehalem Park and Recreation District is authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release those contracted by the District from any liability or damage that may result from furnishing the information requested. The district may make copies of this authorization available to those contacted.

In the event of employment, I understand that false or misleading information given in my application, skill sheets, or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of this agency.

May we contact your present employer without first contacting you? Yes \_\_\_\_\_No \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

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**EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

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It is the practice of the Chehalem Park and Recreation District to ensure employment of individuals on an equal opportunity basis, without discrimination as to race, color, religion, national origin, disability, family relationships, worker's compensation history, sex or age (except where sex or age are bona fine occupational qualifications) within all operations of the District.

Chehalem Park and Recreation District  
Application  
Volunteer Youth Sports Coach

The Chehalem Park and Recreation District believes that maximum participation, with the opportunity to develop and grow as a participant on and off the field is our main objective. A youth program should be as its name implies: a program for the kids. With this in mind, the Chehalem Park and Recreation District has developed this form to help us get to know potential coaches, so that we may put together the best possible coaching team.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
State Zip

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

1. Would you like to coach: \_\_\_ soccer \_\_\_ basketball \_\_\_ football \_\_\_ softball

2. Have you ever coached or been involved with youth before? (Please explain below.)

3. List your reasons for wanting to become a volunteer coach.

4. Do you disagree with the Coaches & Managers Code Job Description? If so, explain below.

5. What, in your opinion, is the youth coach's role when assigned a team?

6. What is your past experience in the particular sport you wish to coach?

7. Which grades(s) do you wish to coach? K ( ) 1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) 6 ( ) 7 ( ) 8 ( )

8. Which sex/ages do you wish to coach? Sex: M ( ) F ( ) Ages: 6-8 ( ) 8-10 ( ) 10-12 ( ) 12-14 ( )

9. Have you officiated in the sport you wish to coach? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Since most practices are during the weekday afternoons or evenings, along with Saturday games, will your schedule allow practices 2-3 meetings a week plus the games? \_\_ yes \_\_ no

When can't you practice? Days/Times: \_\_\_\_\_

11. Do you have a child participating in the sport you want to coach? \_\_\_yes \_\_\_ no

If yes, what is your child's name: \_\_\_\_\_

I have answered the above questions truthfully. If so, please sign below to acknowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Chehalem Park & Recreation District  
Managers & Coaches Code of Conduct

Name (print): \_\_\_\_\_

I promise to conduct myself in accordance with the conduct as given next and understand my conduct as a role model to children:

1. I will do my best to learn the fundamental skills, teaching, and evaluation techniques and strategies of my sport.
2. I will learn the strengths and weaknesses of my athletes so that I might place them in situations where they have a maximum opportunity to achieve success
3. I will treat each athlete, opposing coach, official, parent, and administrator with respect and dignity. I understand that profanity is prohibited from all team activities by all participants.
4. I will not tolerate any form of abuse of children, volunteers, or parents be it physical, verbal, emotional, ethical, or sexual and will immediately report any such abuse to the proper authorities.
5. I will not tolerate unsportsmanlike conduct from my coaching staff, players or fans and I will be held responsible for them as well as myself.
6. I will do my best to become thoroughly familiar with the rules of my sport and my job responsibilities.
7. I will uphold the authority of officials and game management who are assigned to the contest in which I coach, and I will not interfere as they perform their duties.
8. I will conduct my practices and games in a positive and supportive manner so that all athletes have an opportunity to improve their skill level through active participation.
9. I will conduct all of the activities under my supervision so that all athletes have an opportunity to improve their skill level through active participation.
10. I will become familiar with and agree to support the purpose of my job responsibilities as a Volunteer Youth Sports Coach.
11. I will cooperate with C.P.R.D. administration and I will report program irregularities and the violation of rules and regulations immediately.
12. I will encourage open communication between myself, parents, players, and C.P.R.D.

I recognize the Chehalem Park & Recreation District has full and final authority to investigate and resolve all rule violations or charges of improper conduct by a manager or coach. I understand that the league may reprimand or relieve me of my duties as a volunteer coach if I am found to be violating this contract or the terms of my job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Criminal History Verification Form 9A

STAFF VOLUNTEER

SITE/SCHOOL: \_\_\_\_\_

PLEASE PRINT CLEARLY

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M \_\_\_ F \_\_\_

First Middle Last

List Other Names Previously Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver License# \_\_\_\_\_ State \_\_\_\_\_

\*Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment, or any rights, services or benefits to which you are otherwise entitled. If you do provide the number, Chehalem Park & Recreation District will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and Federal laws protect the privacy of your records.

Current Address\*\* \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_ How Long? \_\_\_\_\_

\*\*If less than 7 years, Previous Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_ How Long? \_\_\_\_\_

- A. Have you EVER been convicted of a sex-related crime? [ ] Yes [ ] No
If yes, was the conviction in Oregon or another state? State \_\_\_ Date \_\_\_\_\_ [ ] Yes [ ] No
If yes, did the crime involve force or minors? [ ] Yes [ ] No
B. Have you EVER been convicted of a crime involving violence or threat of violence? [ ] Yes [ ] No
If yes, was the conviction in Oregon or another state? State \_\_\_ Date \_\_\_\_\_
C. Have you EVER been convicted of a crime involving criminal activity in drugs or alcohol? [ ] Yes [ ] No
If yes, was the conviction in Oregon or another state? State \_\_\_ Date \_\_\_\_\_
D. Have you EVER been convicted of any other crime except a minor traffic violation? [ ] Yes [ ] No
E. Have you EVER been arrested for a crime for which there has not yet been an acquittal/dismissal? [ ] Yes [ ] No
If yes, was the conviction in Oregon or another state? State \_\_\_ Date \_\_\_\_\_

ADVISORY: A check of the applicant's criminal history will be made by Chehalem Park & Recreation to verify any statement made on this form.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Regardless of whether the applicant grants consent, Chehalem Park & Recreation will conduct a criminal offender record check of applicants for the position of, volunteer, or other prospective employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights laws. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Or 97232. (503) 731-4075

I acknowledge receipt of this notice.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: In order for Chehalem Park & Recreation to process this request, applicant must sign one of the above statements.