

# Appleton Parks, Recreation and Facilities Management

## 2018 Summer Seasonal Positions

[www.appletonparkandrec.org](http://www.appletonparkandrec.org)

### RECREATION DIVISION POSITIONS:

**Playground Leader** – Pay Rate: \$9.02; Hours worked: Monday-Thursday 9:00 a.m. -noon and 1:00 p.m. -4:00 p.m. (off from noon-1:00 p.m.). Mid June-mid August. Playground Leaders work with a co-leader at one of our 14 playground sites providing a positive summer experience for youth ages 6-13. Daily activities will include group games, sports activities, crafts & FUN!

**Camp Supervisor** – Pay Rate: \$9.02; Hours worked: Monday-Friday 7:30 a.m.-4:30 p.m. Mid June-Mid August Camp Supervisors work with two other staff at our pavilion at Appleton Memorial Park and have a maximum of thirty campers (aged 6-13) per week. Weekly activities include canoeing, archery, weekly field trips, ice skating, group games and swimming.

**Lifeguard / Swim Instructor** - Pay Rate: \$8.45 to \$11.31; Hours/Week: 30-40  
Responsible for supervision and safety of swimmers during all open and lap swim opportunities. Position also included providing children ages infant to 18 swim lesson instruction throughout the summer. REQUIREMENTS: Must 16 years of age and possess lifeguard training, first aid, & CPR for the Professional Rescuer Certifications.

**Pool Manager** – Pay Rate: \$11.31; Hours/Week: 30-40  
Manage and supervise aquatic facilities which includes supervision of staff, ensuring patron safety, handles day to day operations at the pool and handles all monetary transactions. REQUIREMENTS: Must be 18 years of age and possess lifeguard training, first aid, and CPR for the Professional Rescuer Certifications.

**Water Slide Attendant / Grounds Personnel** - Pay Rate: \$7.82; Hours/Week: 15-25  
Controls access to water slide entrance and enforces all water slide rules and regulations. Performs maintenance duties including mopping, washing windows, emptying trash, and maintain locker room cleanliness. REQUIREMENTS: Must be 16 years of age and able to carry out written and verbal directions

**Pool Cashier** – Pay Rate: \$8.45; Hours/Week: 20-30  
Sells daily admission, annual swim passes and assists pool manager with daily pool deposits. REQUIREMENTS: Minimum completion of 1 year of high school and ability to make general arithmetic computations accurately and with reasonable speed. Strong customer service skills are a must.

**Adult Sport Official (flag football)** - Pay Rate: \$8.45-\$14.62; Hours/Week: 3-8  
Interpret and enforce flag football rules to ensure fair play, player safety and enjoyment of the games. REQUIREMENTS: Must be enrolled in high school at a minimum and have a knowledge of the rules of the game.

**Tennis Instructor** – Pay Rate: \$11.31; Hours/Week: 25-30  
The tennis instructor will lead instructional tennis classes for both local youth and adults, in a variety of skill levels, from beginner through advanced. Candidates should have a strong knowledge of the fundamentals of tennis, be able to develop daily lesson plans, and be able to communicate confidently and be encouraging.

**Youth Sports Official** - Pay Rate: \$8.45 to \$14.62; Hours/Week: 4-8  
The youth sports official will serve as a referee in one or more of our youth sports leagues, including baseball/softball, soccer, basketball, flag football and kickball. Youth sports officials should have a strong working knowledge of the sport they are interested in officiating, and be passionate about teaching and encouraging kids.

**Activity Coordinator** – Pay Rate: \$11.31 to \$12.84; Hours/Week: 10-15  
Open positions include Activity Coordinators for one or more of our seasonal youth sports leagues: baseball, softball, soccer, and basketball. Coordinators act as the primary representative of the department on site during league events, and will have supervisory responsibility over the officiating staff and participants. The qualified individual should have a strong working knowledge of the sport they are interested in supervising, be passionate about creating a positive environment for learning, and have the capability to serve as a game official if needed.

**Sports Camp Instructor** – Pay Rate: \$11.31 to \$14.62; Hours/Week: 15-20

The sports camp instructor will lead one or more of our introductory summer youth sports camps, including soccer, basketball, or golf. Sports camp instructors should have a basic working knowledge of the fundamental skills of the sport they'll be instructing, and be extremely confident and skilled at translating and delivering those skills to a young audience (ages 4-8). Successful instructors will have the ability to engage and gain trust with young children, and progressively help participants develop confidence and enthusiasm for the sport.

**Fitness Instructor** - (Yoga, Zumba, Bootcamp or other) – Pay Rate: \$12.68; Hours/Week: 2-4

Recreation/Sports instructor will create and instruct a fun group fitness class. Basic knowledge of physiology, anatomy, health & fitness, including certifications (CPR, First Aid & class related certification) and previous teaching preferred. Candidate must motivate a wide range of adults and create a welcoming atmosphere.

**Little Learners Preschool Teacher** - Pay Rate: \$12.84; Hours/Week: 10-19

Little Learners Preschool teacher will design, develop and implement learning activities for children ages 3 - 5. Candidate will encourage children to participate in activities through positive reinforcement and follow program guidelines for disciplining children, parent communication and class format.

**Dance Instructor** - Pay Rate: \$12.84; Hours/Week: 5-10

Dance Instructors instruct classes for youth, teens and adults. Candidates must be a knowledgeable and experienced dancer in a variety of genres of dance (hip hop, jazz, ballet, tap). Be a strong communicator and class leader, providing a safe, fun and challenging class for students. This candidate must be able to demonstrate dance techniques, prepare class curriculum, and choreography.

**Pool Concessionaire** – Pay Rate: \$8.45; Hours/Week: 20-25

The pool concessionaire will assist the concessions manager with food preparation, cash transactions, daily maintenance, and re-stocking of product. Candidates must have a strong ability to communicate with others, good math skills, ability to work independently and as a team, and have great customer service skills.

**Concession Manager** – Pay Rate: \$9.64; Hours/Week: 30-40

The Concession Manager will oversee all concession operations at Mead or Erb Pool. Essential duties would include: Maintaining inventory and ordering product, training staff, develop schedules, food preparation and cleaning, daily deposits of cash. Candidates must have strong communication skills, leadership, and excellent customer service skills. Candidates have or be willing to obtain Serv Safe Food Certification prior to season beginning.

**REID GOLF COURSE POSITIONS:**

**Concessions/Beverage Cart** – Pay Rate \$7.82 to \$8.18 plus tips; Hours/Week: up to 40

Performs all customer service associated with Food and Beverage Service at Reid Golf Course. Duties include food preparation and service, cooler stocking, cleaning of kitchen, bar and lounge area, answering phones and beverage service on the golf course and other duties asked to perform by supervisor.

**Outside Operations Staff** – Pay Rate \$8.45 to \$9.33; Hours/Week 10-20

Performs all outside operations at Reid Golf Course. Duties include cleaning, fueling and upkeep of golf cart fleet and staging area, picking and washing of range balls, cleaning of clubhouse, and other duties as requested.

**Laborer I** – Pay Rate \$9.02 to \$9.89; Hours/Week 40 in June, July, August, flexible in shoulder months

Performs all maintenance related to upkeep of Reid Golf Course. Duties include course setup, mowing and weed eating on a daily basis, project assistance throughout the summer and other duties as requested.

**FACILITIES DIVISION POSITIONS**

**Facilities Laborer**- Pay Rate: \$8.45 to \$9.33; Hours/Week: 40. Hours of work: 6:30 a.m. – 2:30 p.m., M-F

The Facilities Management division has one summer seasonal labor position that works under the direction of the Facilities Manager, providing day-to-day support to full-time facilities maintenance team. Responsibilities include, but not limited to assisting in aquatic facility operations, park fountain maintenance, park pavilion maintenance,

and City facility maintenance. Ideal candidate enjoys working outdoors and is at least 18 years old. This is a great experience for those interested in park and building maintenance!

### **PARKS DIVISION POSITIONS**

**Grounds Laborer I** – Pay Rate: \$9.02; Hours/Week: 40 hours a week M-F 6:30 am. - 2:30 pm. May - Sept  
This position involves the general maintenance of the City’s Parks and grounds. It requires the safe operation of trucks, riding mowers, tractors, loaders, push mowers and string trimmers. The position offers opportunities in regular grounds work, ball diamonds preparation and construction helper. Experience with lawn equipment is definitely a plus. Candidates must have a valid driver’s license and be 18 years old at start date.

**Grounds Laborer II** – Pay Rate: \$9.64; Hours/Week: 40 hours a week M-F 6:30 a.m. to 2:30 p.m. April – Oct.  
This position involves the general maintenance of the City’s Parks and grounds. It requires the safe operation of trucks, riding mowers, tractors, loaders, push mowers and string trimmers. The position offers opportunities in regular grounds work, ball diamonds preparation and construction helper. Experience with lawn equipment is definitely a plus. Candidates must have a valid driver’s license and be 18 years old at start date.

*All above pay rates may depend on age of applicant, experience & qualifications.*

*Visit our website at [www.appletonparkandrec.org](http://www.appletonparkandrec.org) and click the Employment link to apply online or to read further details about the positions.*

*You can also access the site by scanning this QR code:*

