



Appleton Parks, Recreation and Facilities Management 2020 Summer Seasonal Positions

www.appletonparkandrec.org

RECREATION DIVISION POSITIONS:

Playground Leader – Pay Rate: \$10.68 - \$12.55; 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 13 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: \$10.68 - \$12.55; Hours worked: Monday-Friday 7:30 a.m.-5:00 p.m. (Shift may vary) 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. Great leadership experience for a resume!

Lifeguard / Swim Instructor - Pay Rate: \$10.68 to \$14.30 Hours/Week: 30-40. Hours worked: Morning, afternoon, evening, weekends.

Responsible for supervision and safety of swimmers during all open and lap swim opportunities. Position also includes providing children ages infant to 18 swim lesson instruction throughout the summer. REQUIREMENTS: Must 15 years of age and possess lifeguard training, first aid, & CPR for the Professional Rescuer Certifications.

Pool Manager – Pay Rate: \$13.29 - \$15.14; Hours/Week: 30-40. Hours worked: Morning, afternoon, evening, weekends.

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: \$8.15 - \$8.52; Hours/Week: 20-25: Hours worked: Afternoon, evening, weekends.

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: \$9.66 - \$11.47; Hours/Week: 25-30. Afternoon, evening, weekends.

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: \$15.14 - \$16.97, WIAA certified official \$25.50; Hours/Week: 3-8. Hours worked: Wednesday evenings, 5:30 – 9:30 p.m.

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: \$11.71 - \$13.53; 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: \$9.66 – \$16.97; Hours/Week: 5-10

The youth sports official will serve as a referee in one or more of our youth sports leagues, including

baseball/softball, soccer, basketball, and flag football. 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: \$11.71 - \$16.97; 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.

Youth Sports Camp Instructor – Pay Rate: \$11.71 to \$15.14; 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.

Appletots Early Childhood Instructor - Pay Rate: \$13.29 - \$15.14; Hours worked: Tuesday and Thursday 9:00 a.m. – 12:00 p.m. (June and July)

Appletots preschool teacher will design, develop and implement learning activities for preschool-aged children. Candidates will create a fun learning environment that focuses on social/physical/emotional/cognitive developmental standards using a play-based learning method. Candidates must be knowledgeable and experienced working with preschool-aged children in a learning environment.

Dance Instructor - Pay Rate: \$13.29 - \$15.14; 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, pointe, acrobatics and 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.

Assistant Dance Instructor – Pay Rate: \$9.66 - \$11.57; Hours/Week: 5-10

Assistant dance instructors assist the dance instructors for youth, teens and adult dance classes. Candidates must demonstrate the ability to instruct the fundamentals of jazz, ballet, tap, acrobatics and hip hop. Be a positive role model for students. Assist in the preparation of class curriculum, choreography and content.

Pool Concessionaire – Pay Rate: \$9.66 - \$11.57; Hours/Week: 20-25. Hours worked: Afternoon, evening, weekends.

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: \$12.47 - \$14.30; Hours/Week: 30-40. Hours worked: Afternoon, evening, weekends.

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 \$8.15 - \$8.52 plus tips; Hours/Week: up to 35

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 \$9.66 - \$11.57; 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, rangering, cleaning of clubhouse, and other duties as requested.

Laborer – Pay Rate \$10.68 – \$12.55; Hours/Week 40 during summer, flexible hours 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: \$9.66 - \$11.57; 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: \$10.68 - \$12.55; 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: \$10.68 - \$12.55; 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 and click the Employment link to apply online or to read further details about the positions.

