



Appleton Parks, Recreation and Facilities Management 2024 Summer Seasonal Positions

www.appletonparkandrec.org

RECREATION DIVISION POSITIONS:

Playground Leader – Pay Rate: Starting at \$15.24; 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.). Early-June-mid August. Playground Leaders work with a co-leader at one of our 11 playground sites providing a positive summer experience for youth ages 6-13. Daily activities will include group games, sports activities, crafts & FUN! High School Student OR High School Graduate/GED with vast knowledge of the program area.

Playground Coordinator – Pay Rate: Starting at \$19.30; Hours worked: Monday-Friday 8:00 a.m. – 4:30 p.m. (40 hours per week) This position will require some evening and weekend hours throughout the summer. Mid-May - mid August. Playground coordinator supervises approximately 30 playground leaders. Responsible for the planning, budgeting, and coordination for the playground program orientation, program curriculum, weekly themes, weekly field trips, four Movie on the Hill events, and the Playground Fair. REQUIREMENTS: Two years of college or university level (coursework in Recreation, Education, or a related field.) Four years of recreation and/or program coordination experience including some leadership/supervisory experience.

POOL/AQUATICS POSITIONS:

Lifeguard / Swim Instructor - Pay Rate: Starting at \$15.24; Hours/Week: Flexible up to 40 hours. Hours worked: Morning, afternoon, evening, weekends. Responsible for supervision and safety of swimmers during all aquatic programming. Position also includes providing swim lesson instruction to children ages infant to 17 throughout the summer. REQUIREMENTS: Must 15 years of age and possess American Red Cross Lifeguarding, First Aid, & CPR/ AED for the Professional Rescuer certifications. **Lifeguard training classes available through Appleton Parks and Recreation.**

Assistant Pool Manager- Pay Rate: Starting at \$17.27; Hours/ Week: 30-40. Hours worked: Morning, afternoon, evening, weekends. This is a hybrid position between lifeguard and pool manager. Manage and supervise aquatic facilities in the absence of the pool manager, train in completing duties of a pool manager, supervise the safety of swimmers during aquatic programming including swim lessons. REQUIREMENTS: Must be 17 years old and possess American Red Cross Lifeguarding, First Aid, & CPR/ AED for the Professional Rescuer certifications.

Pool Manager – Pay Rate: Starting at \$19.30; Hours/Week: 30-40. Hours worked: Morning, afternoon, evening, weekends. Manage and supervise aquatic facilities which includes supervision and training of staff, ensuring patron safety, develop schedules, handling day to day operations at the pool as well as all monetary transactions and deposits. REQUIREMENTS: Must be 18 years of age and possess American Red Cross Lifeguarding, First Aid, and CPR/ AED for the Professional Rescuer certifications. Candidates should have strong communication skills, leadership, excellent customer service.

Water Slide Attendant / Grounds Personnel - Pay Rate: Starting at \$11.17; Hours/Week: Flexible up to 40 hours. Hours worked: Afternoon, evening, weekends for part- time and full- time availability. 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: Starting at \$13.21; Hours/Week: Flexible up to 40 hours. Hours worked: Afternoon, evening, weekends for part- time and full- time availability.

Sell daily admission and summer swim passes, make monetary transactions, and assist pool manager with daily pool deposits. REQUIREMENTS: Must be 15 years of age and minimum completion of 1 year of high school and ability to make general arithmetic computations accurately and with reasonable speed, strong ability to communicate with others, work independently and as a team and great customer service skills.

Pool Concessionaire – Pay Rate: Starting at \$13.21; Hours/Week: Flexible up to 40 hours. Hours worked: Afternoon, evening, weekends for part- time and full- time availability. Assist the concession manager with food preparation, stocking of product, monetary transactions, and daily maintenance. REQUIREMENTS: Must be 15 years of age and minimum completion of 1 year of high school and ability to make general arithmetic computations accurately and with reasonable speed, strong ability to communicate with others, work independently and as a team and great customer service skills.

Concession Manager – Pay Rate: Starting at \$17.27; Hours/Week: 30-40. Hours worked: Afternoon, evening, weekends.

Oversee all concession operations, maintain inventory and order product, train staff, develop schedules, food preparation and cleaning, handle monetary transactions and deposits. REQUIREMENTS: Must be 18 years of age. Candidates should have strong communication skills, leadership, excellent customer service.

SPORTS POSITIONS:

Youth Sports Leagues & Camps Coordinator – Pay Rate: Starting at \$19.30; Hours worked: Monday-Friday 8:00 a.m. – 4:30 p.m. (40 hours per week) This position will require some evening and weekend hours throughout the summer. Mid-May -mid August. The coordinator will aid in the preparation, execution and management of our seasonal youth sports leagues and camps as well as aspects of aquatics and certain special events. The coordinator will provide administrative and on-site support for assigned programs, and act as a key representative of the department while performing their assigned tasks. This individual will have supervisory responsibility over officiating staff, recreation program instructors, coach volunteers, and participants.

Tennis Instructor – Pay Rate: \$15.24 - \$17.26; Hours/Week: 25-35

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: \$13.21 – \$22.33; WIAA certified official \$30.45 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. Officials will be paid depending on age and qualifications each sport.

Activity Coordinator –Tennis, Sports Camps, or T-Ball/Baseball/Softball (up to 3 positions available) – Pay Rate:

\$17.27 - \$22.33; Hours/Week: 10-25 Open positions include Activity Coordinators/Facility Manager for one or more of our seasonal youth sports leagues: baseball / softball, tennis, soccer, sports camps 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 or instructor if needed.

Youth Sports Camp Instructor – Pay Rate: \$15.24 to \$19.29; Hours/Week: 15-35

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

REID GOLF COURSE POSITIONS:

Clubhouse/Pro Shop Attendant – Pay Rate: Starting at \$15.24/hour; Hours/Week flexible up to 25

Performs all customer service associated with pro shop operations. Duties include answering phones, scheduling tee times, checking golfers in for their rounds, constant presence in clubhouse, monitoring golf course flow, cart turnaround as needed and other duties as requested.

Concessions/Beverage Cart – Pay Rate: Starting at \$11.17 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 as requested.

Outside Operations Staff – Pay Rate: Starting at \$13.21/hour; 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, monitoring of play, cleaning of clubhouse/restrooms, and other duties as requested.

Laborer – Pay Rate: Starting at \$15.24/hour; Hours/Week up to 40

Flexible hours mornings to early afternoons and weekends. Performs all maintenance related to upkeep of Reid Golf Course. Duties include course setup, mowing, raking bunkers, weed eating, project assistance and other duties as requested.

PARKS DIVISION POSITIONS

Grounds Laborer I – Pay Rate: Starting at \$15.24; 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: Starting at \$15.24; 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.**

