

# CITY OF MOORHEAD

## 2010 SPRING/SUMMER SEASONAL POSITIONS

### RECREATION (VOLUNTEER POSITIONS)

**VOLUNTEER BIG BOPPER COACHES:** Responsibilities include equipment control and overall supervision of a team for children 5-6 years old. Hours are 5:15-6:00 pm, Mondays and Wednesdays. Season lasts six (6) weeks, June 2 and July 7.

**VOLUNTEER T-BALL/POP UP COACHES:** Responsibilities include teaching the basic fundamentals of baseball to children in 1<sup>st</sup>-3<sup>rd</sup> grade. Hours are early evenings on Mondays and Wednesdays or Tuesdays and Thursdays. Season lasts nine (9) weeks, May 17 – July 21.

**VOLUNTEER - JUNIOR RECREATION LEADER:** Youth ages 13 to 15. Responsibilities include assisting in supervised activities at a Neighborhood Park location. Hours are 1:30–5:30 pm, Monday – Friday. Program runs June – August.

### RECREATION

**YOUTH BASEBALL COORDINATOR:** Must have strong knowledge of the game of baseball, and be able to work well with coaches, umpires, parents, and participants. Responsibilities include equipment control and overall supervision of 5 year olds-3<sup>rd</sup> grade baseball program. Hours are 4:30 – 7:00 pm, Monday - Thursday. Season runs May 17 - July 21. Salary: \$9.00 - \$11.00 per hour.

**TENNIS COORDINATOR/HEAD INSTRUCTOR:** This individual must have a strong background in tennis. Should also have previous instruction experience, be organized and work well with staff and the public. Responsibilities include staff scheduling, supervision, equipment control, and overall supervision of City summer tennis program. Hours are 8:00 am – 4:30 pm, Tuesdays, Wednesdays and Thursdays (some employment may be required on Mondays and Fridays). Employment dates are: Session I June 15 - July 08 and Session II July 13 – August 5. Salary: \$10.00 - \$14.50 per hour DOE.

**TENNIS INSTRUCTORS:** Individual must have a strong background in the area of tennis. Previous instruction experience is desired, but not necessary. Head tennis instructor will assign responsibilities. Hours are 9:00 am – 4:30 pm, Tuesdays, Wednesdays and Thursdays. (Some employment may be required on Mondays and Fridays). Employment dates are: Session I June 18-July 08 and Session II July 13 – August 5. Salary: \$7.50 - \$9.50 per hour DOE.

**SUMMER PARK PROGRAM LEADER:** Responsibilities include planning, implementing and supervising activities for youth at a Neighborhood Park location. Must have experience working with youth ages 6 -13. Must also possess strong leadership skills, along with knowledge and skills to create daily programs that involve cooperative games, crafts and field trips. Prefer two (2) or more years of college education and one (1) year related experience. Hours are 1:30 – 5:00 pm, Monday–Friday. Program runs from June – August. Salary: \$8.00 - \$9.00 per hour DOE.

**SUMMER PARK PROGRAM ASSISTANT:** Assist Park Program Supervisor with enforcing safety procedures, rules and regulations and supervising various recreation activities for youth. Must have experience working with youth ages 6-13 and have strong supervisory skills. Program runs from June – August. Hours are 1:30 - 5:00 pm, Monday – Friday. Salary: \$7.50 - \$8.50 per hour DOE.

**PRESCHOOL LEADER:** Responsibilities include planning, implementing and supervising activities for youth at a Neighborhood Park location. Must have experience working with youth ages 3-5. Must also possess strong leadership skills along with knowledge and skills to create daily programs that involve music, art, cooperative game and physical fitness. Prefer two (2) or more years of college education and one (1) year related experience. Hours are 9:30 - 11:30 am, Monday-Thursday. Program runs from June – July. Salary: \$8.00 - \$9.00 per hour DOE.

**PRESCHOOL ASSISTANT:** Assist Leader with enforcing safety procedures, rules and regulations and supervising various recreation activities for youth. Must have experience working with youth ages 3-5 and have strong supervisory skills. Program runs from June – July. Hours are 9:30 - 11:30 am, Monday-Thursday. Salary: \$7.50 - \$8.50 per hour DOE.

**WADING POOL ATTENDANT:** Responsibilities include supervising youth, enforcing rules and regulations, maintaining proper PH & chlorine levels in the water, and keeping accurate attendance records. Must possess strong supervisory skills and dependability. First aid required. Season runs June – August. Hours are 1:30 – 7:30 pm, Monday - Sunday. Salary: \$7.50 - \$8.50 per hour DOE.

**MUNICIPAL POOL SUPERVISOR:** Responsibilities include supervising daily operation of the facility and staff. Must possess strong leadership and communication skills. Current lifesaving certification and prior lifeguard experience required. Previous supervisory experience preferred. Hours are 12:30 – 4:30 pm and 6:30 – 8:30 pm, Monday – Sunday. Season runs June – August. Salary: \$9.00 - \$11.00 per hour DOE.

**MUNICIPAL POOL LIFEGUARD:** Responsibilities include supervising children and adults and enforcing safety procedures, rules and regulations. Current lifesaving certification required. Hours are 12:30 – 4:30 pm and 6:30 – 8:30 pm. Season runs June – August. Salary: \$8.50 - \$9.50 per hour DOE.

**MUNICIPAL POOL CASHIER:** Responsibilities include accepting and counting money and keeping accurate daily records. Must have good public relations skills. Previous cashier experience desired but not necessary. Hours are 12:30 – 4:30 pm and 6:30 – 8:30 pm, Monday – Sunday. Season runs June – August. Salary: \$7.50 - \$8.50 per hour.

**SWIMMING INSTRUCTORS:** Responsibilities include teaching (Red Cross) lessons to youth of all ages at the Municipal Pool. Current WSI required and previous experience preferred. Hours are 9:00 am – 12:00pm, Monday – Friday. Program runs June – July. Salary: \$9.00 - \$11.00 per hour.

**ADAPTED SWIMMING ASSISTANTS:** Assist Head Swimming Instructor with supervising water activities for youth with disabilities. Must have experience working with youth of varying ages and ability levels. Swimming background preferred. Session runs for 3 weeks in July. Hours are 4:30–5:30 pm, Tuesdays, Wednesdays and Thursdays. Salary: \$7.50 - \$8.50 per hour.

**ADAPTED RECREATION COORDINATOR:** Responsibilities include planning, implementing and supervising activities for youth with disabilities. Must have experience working with youth of varying ages and ability levels. Must also possess strong leadership skills along with knowledge and skills to create daily programs that involve cooperative games, crafts and field trips. Prefer two (2) or more years of college education and one (1) year related experience. Hours are 12:00 - 4:00 pm, Tuesdays, Wednesdays and Thursdays. Additional hours required for planning. Program runs from June - August. Salary: \$10.00 - \$14.50 per hour DOE.

**ADAPTED SUMMER DAY CAMP LEADER:** Assist Adaptive Recreation Coordinator with supervising activities for youth with disabilities. Must have experience working with youth of varying ages and ability levels. Must possess strong supervisory and communication skills. Hours are 12:00 – 4:30 pm, Tuesdays, Wednesdays and Thursdays. Program runs June – August. Salary: \$7.50 - \$8.50 per hour DOE.

**INCLUSION LEADER:** Responsibilities include assisting youth with disabilities participate in a specific recreation program. Must have strong communication skills and experience working with youth of varying ages and ability levels. Employment dates and times vary depending on the recreation program. Salary: \$7.50 - \$8.50 per hour DOE.

**KIDS/PRESCHOOL ART PROGRAM INSTRUCTOR:** Responsibilities include planning, implementing and supervising art activities for youth ages 3 - 5 and 6 -13. Must possess strong leadership skills along with knowledge to lead daily art activities. Background in art required. Hours are 8:30am - 3:30pm, Monday - Thursday. Program runs for 2 weeks in August. Salary: \$9.00 - \$11.00 per hour DOE.

**KIDS/PRESCHOOL ART PROGRAM ASSISTANT:** Assist program supervisor with art activities and supervising youth. Strong communication skills and interest in art required. Must have experience working with youth. Hours are 8:30am - 3:30pm, Monday-Thursdays. Program runs for 2 weeks in August. Salary: \$7.50 - \$8.50 per hour DOE.

**EVENING RECREATION FACILITY ATTENDANT:** Responsibilities include opening, cleaning and closing five neighborhood recreation centers. Hours are 4:30 - 6:30 pm and 8:00 - 10:30 pm, Monday - Thursday. Program runs May 17 - July 21. Salary: \$8.50 - \$10.50 per hours.

**SPECIAL EVENT ASSISTANT:** Responsibilities include set up, tear down, and general duties as assigned during the summer events. Hours are mid-afternoon and evenings throughout the summer. Salary: \$8.00 - \$9.00 per hour DOE.

**HJEMKOMST CENTER EVENT STAFF/MAINTENANCE:** Assist in the set up and take down of events including cleaning of banquet facilities, bathrooms and general areas. Other responsibilities include opening and closing of building as well as general building security during events. Must be at least 21 years old. Some heavy lifting is required. Weekend work required on a rotating basis with daytime and evening hours available. Salary: \$8.50 - \$10.00 per hour DOE.

**SPORTS CENTER CONCESSION ATTENDANT:** Concession workers are responsible for performing a variety of duties to prepare the Concession area for the demands of the patrons. The Moorhead Sports Center is open seven days a week from mid November to end of June. Concession Workers usually work 15-30 hours per week. Shifts will vary based on weather, day of week, time of day and availability of events. Potential employees must be available and flexible to work various hours during the week and weekend. Most events are evenings during the week and various hours on the weekends. Flexible with class schedules. Pay range is \$7.50 - \$9.00 hr. depending on experience.

**PART-TIME OFFICE ASSISTANT:** Answer incoming telephone calls, accept program registrations, provides information or routes calls as required, assist visitors to the department and provide assistance or direct them to the appropriate area. Operate office machines such as computers, printers, photocopy equipment, fax machine and laminating machine to perform office tasks. Hours and dates will vary. Salary: \$7.50 - \$10.50 per hour.

## **GOLF COURSES**

**GOLF COURSE GROUNDWORKER:** Performs procedures as directed by the Golf Course Superintendent to maintain and upkeep tees, fairways and greens at City golf courses. Applicants must have valid driver's license and be at least 18 years old. Responsible for providing grounds maintenance labor and varied semi-skilled and skilled work at the golf course. Maintaining and repairing golf course equipment and grounds at City golf courses. Operate tractors, self-propelled mowers, irrigation equipment, trucks and a variety of hand tools. Weekend work required on a rotating basis. Salary: \$8.00 per hour.

**GOLF SHOP ATTENDANT:** Checking in golfers, answering telephones, merchandise sales, working with computers, and exceptional customer services are the general duties that will be performed. Previous experience is not necessary. Computer skills and retail sales experience is a plus. Salary: \$7.50 - \$8.50 per hour.

**RANGE ATTENDANT:** Cleaning golf carts, picking the practice range, tournament/league set up, and some ranger/starter duties will be assigned. Previous experience is not necessary. Salary: \$7.25 - \$8.00 per hour.

**JUNIOR GOLF INSTRUCTOR:** Position will assist golf professional staff with organization, set up, and instruction. Junior golf is broken up into age groups. Golf experience is not required. Salary: \$7.50 - \$8.50 per hour.

**STARTER/COURSE ADVISOR:** Assisting with pace of play, golfer assistance on course, providing golf course information to golfers, and facilitating an organized start to the golf round will be the general duties that will be performed. Previous experience is not necessary. Salary: \$7.25 - \$8.00 per hour.

## PARK MAINTENANCE

**MOWER OPERATOR:** Must have a valid driver's license and be at least 18 years old. Operate tractor and large turf mowers in parks, right-of-ways and other public property. Starting dates are approximately mid April and June 1. Salary: \$8.50 per hour.

**TRIM MOWER OPERATOR:** Must have a valid driver's license and be at least 18 years old. For second position, must have a valid driver's license and be at least 16 years old. Operate string trimmers and hand push mowers in parks, right-of-ways and other public property. Starting date is approximately June 1. Salary: \$7.50 per hour.

**BALL FIELD MAINTENANCE:** Must have a valid driver's license and be at least 18 years old. Operate trucks, tractors, hand tools and other equipment while maintaining and up-keeping softball, baseball and soccer fields. Must be available for some weekend work. Starting dates are approximately May 1 and June 1. Salary: \$8.00 per hour.

**PARK ATTENDANT:** Must be at least 18 years old. Should be responsible and able to communicate well verbally as position requires considerable public relations activities. Interesting, challenging position for an outgoing, ambitious individual. Provide daily on-site monitoring of Gooseberry Park. Responsibilities include cleaning, opening and closing the park, answering questions and resolving conflicts. Also responsible for cleaning, opening and closing buildings at Woodlawn and Neighborhood Recreation Centers. Weekend work required on a rotating basis. Starting date is approximately mid April. Begins with part-time hours then full-time hours after school is out for summer. Salary: \$8.00 per hour.

**WEEKEND RANGER:** Must have a valid driver's license and be at least 18 years old. Monitor functions in City parks and assist with athletic tournaments. Responsible for litter pickup, garbage collection and opening/closing of facilities. Starting date is approximately May 1. Salary: \$8.00 per hour.

**EVENING ATHLETIC FIELDS RANGER:** Must have a valid driver's license and be at least 18 years old. Responsible for baseball/softball and soccer field maintenance during the late evenings. Drag fields, collect bases, clean restrooms and irrigate and hand water fields. Hours are 3:00pm - 11:30pm, Monday through Friday. Starting date is approximately May 1. Salary: \$8.00 per hour.

**POOL MAINTENANCE ASSISTANT:** Must have a valid driver's license and be at least 18 years old. Previous experience preferred but will train. Assist with cleaning and maintaining wading and swimming pools. Hours are Wednesday through Sunday. Starting date is approximately June 1. Salary: \$9.00 per hour.

**IRRIGATION REPAIR:** Must have a valid driver's license and be 18 years old. Maintenance and repair of irrigation systems at athletic fields. Experience preferred. Starting date May or June. Salary: \$9.00 per hour.

**MOSQUITO-WEED CONTROL TECHNICIAN:** Must have a valid driver's license and be at least 18 years old. Assist in citywide mosquito control program. Flexible hours to include evening mosquito spraying. Applicant must obtain Minnesota Pesticide License prior to start of employment. Salary: \$9.00 - \$11.00 per hour DOE. Additional hourly wage additive during evening spraying.

**FORESTRY GROUNDWORKER:** Must have a valid driver's license and be at least 18 years old. Responsible for assisting in tree trimming, removal and clean up. Assist in planting trees and operate tractors, trucks and other equipment. Will be expected to work in other maintenance areas as directed. Position runs until December. Salary: \$8.00 per hour DOE

**SEASONAL TREE WATERERS:** Must have valid driver's license and be at least 18 years old. Spend each day watering young trees in parks, right-of-ways and other public lands. Evening hours and weekends required. Salary: \$7.50 per hour.

**SEASONAL LITTER LABORER:** Must have a valid driver's license and be at least 18 years old. Empty garbage containers and pick litter in City parks. Starting in May. Salary: \$7.50 per hour.

**FLOWER BED MAINTENANCE:** Weed, water flower beds and maintain shrubbery beds in city parks and right of ways. Must have a valid driver's license. \$8.00 per hour.

## WASTEWATER PLANT

**WASTEWATER/STORMWATER MAINTENANCE LABORER:** Performs routine/preventive maintenance on stormwater systems; primarily those involving ditch maintenance, mowing, and trim mowing. Applicant will perform grounds maintenance for wastewater treatment, wastewater collection, and stormwater systems. Applicant may assist in performing preventive and corrective maintenance for wastewater treatment, wastewater collection, and stormwater collection systems. Must have valid drivers license and be at least 16 years old.  
Salary: \$10.00 - 12.00 per hour

## SANITATION

**SEASONAL COMPOST ATTENDANT:** Responsibilities include weighing yard waste coming into the Compost Site and compost leaving from the Compost Site. Operate and maintain various pieces of heavy equipment and complete paperwork. Must have the ability to work safely and perform heavy manual labor. Seasonal Compost Attendant works from approximately April to November with some Saturday hours. Salary: \$9:00 - \$11.00 per hour DOE.

**SEASONAL COMPOST LABORER:** Must be at least 18 years old. Performs heavy manual labor to collect yard waste on residential routes. Salary: \$8:50 - \$10.25 per hour DOE.

**SEASONAL COMPOST LABORER II:** Class B license. Must be at least 18 years old. Performs heavy manual labor to collect yard waste on residential routes. Salary: \$10:50 - \$12.00 per hour DOE.

## STREETS

**STREET MAINTENANCE LABORERS:** Assist City crews with routine maintenance procedures, including bituminous leveling, crack fill, and seal coating. Heavy lifting required. Must be at least 18 years old and have a valid driver's license. Salary: \$9.00 - \$11.00 per hour. DOE

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### **APPLICANTS MUST COMPLETE CITY OF MOORHEAD APPLICATION FORMS.**

Applications and job notices are available online at [www.cityofmoorhead.com](http://www.cityofmoorhead.com), or email [bev.arey@ci.moorhead.mn.us](mailto:bev.arey@ci.moorhead.mn.us) or visit the Parks & Recreation Office, 324 24<sup>th</sup> Street South or City Hall Administration Office, Third Floor, 500 Center Avenue, Moorhead, Minnesota 56560. Applications will be accepted until all positions are filled. For information, call (218) 299-5340

City of Moorhead is an equal opportunity employer.