



# City of Moorhead

## Spring/Summer Seasonal Positions 2019

### Parks and Recreation

#### **Adaptive Leader (\$10.89-12.32)**

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 Noon-4:30 pm, Tuesdays, Wednesdays, and Thursdays. Program runs from June to August.

#### **Adaptive Recreation Coordinator (\$12.98-\$14.67)**

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 Noon-4:00 pm, Tuesday through Thursday. Additional hours required for planning. Program runs from June to August.

#### **Adaptive Sports Coordinator (\$12.98-\$14.67)**

Responsibilities include planning, implementing, and supervising the adaptive soccer league and FM Challengers Baseball league. Must have previous experience working with youth with special needs. This position will be responsible for working with volunteer coaches, parents, and program participants. Hours are Mondays, Tuesdays, and Wednesday evenings. Additional hours required for planning. Program runs from June to August.

#### **Adult Kickball Umpire (\$20.00/game)**

Responsible for umpiring adult kickball games and completing game score cards. Knowledge of the game of kickball, baseball, or softball is helpful. Games are about 1 hour and 2-3 games will be played per night. League runs on Tuesday evenings from May to July.

#### **Art Assistant (\$9.86-\$11.15)**

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 8:30 am-Noon, Monday through Thursday. Program runs June to July.

#### **Art Instructor (\$12.98 - \$14.67)**

This position will develop and implement a variety of art classes for youth. Must be able to demonstrate and assist youth to use different techniques and media. Strong leadership skills required. Previous teaching experience preferred. Hours are 8:30 am-Noon, Monday through Thursday. Additional hours required for planning. Program runs June to July.

**Canoe and Kayak Attendant (\$10.38-\$11.73)**

Position will be in charge of handling public rentals of canoes, kayaks, life jackets, and paddles. This person will also be assisting with summer river excursions once a month. Hours will vary. Weekday evenings and weekends.

**Canoe and Kayak Coordinator (\$12.98-\$14.67)**

Responsibilities include planning, implementing, and supervising activities for canoe and kayak rentals. Must possess strong leadership and communication skills. Experience supervising staff and working with canoes and kayaks preferred. Hours are Tuesdays from 6:00-8:00 pm, Saturdays and Sundays from 1:00-6:00 pm, monthly River Paddling Excursions from 5:30-8:00 pm on Wednesdays, and organizing special group paddling rental reservations as requested. Program runs from May to mid-September.

**Hjemkomst Center Building Attendant (\$10.89-\$12.32)**

Hours include every-other weekend (Saturday 9:00 am-5:30 pm, Sunday Noon-5:30 pm), two "closing" shifts per week (3:00-5:30 pm), with the possibility of additional weekday evening hours during events. Duties include general building cleaning, set-up and clean-up of banquet facilities, opening/closing of building, snow removal. Must have good communication skills and reliable transportation. Some heavy lifting required, up to 50 lbs.

**Hjemkomst Center Event Staff (\$10.38-\$11.73)**

Part-time position working various types of events at the Hjemkomst Center, including festivals, wedding receptions, banquets, and business functions. Responsibilities include assisting groups during events and clean-up of the facility after events. Hours vary based on event schedule. Weekend work required and would like candidate to be available through the summer months. Must have good communication skills and reliable transportation. Must be at least 20 years old, and complete server training within a month of hire. Some heavy lifting required, up to 50 lbs.

**Inclusion Leader (\$9.86-\$11.15)**

Responsibilities include assisting youth with disabilities to 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.

**Lifeguard (\$10.89-\$12.32)**

Responsibilities include surveillance of patrons in the facility, enforcing of all safety rules and regulations, and immediate and appropriate action in the event of an emergency. Must work well under pressure, have strong communication skills, and present a professional and mature attitude. Current Lifeguard Certification required. Hours are 12:30-4:30 pm and 6:30-8:30 pm. Season runs June to August.

**Neighborhood Recreation Center Attendant (\$10.38-\$11.73)**

Responsible for opening, closing, and cleaning of neighborhood recreation centers. Dependability is a must. Positions run February to May. Hours vary based on scheduled rentals.

**Neighborhood Recreation Center Coordinator (\$11.41-\$12.91)**

Primary responsibilities are to assist in the planning, implementing, coordinating, and supervising of various recreation programs for youth. Must work well under pressure and be able to prioritize job tasks and complete them within specified time frames. Strong leadership and communication skill required. Experience supervising staff is preferred. Positions run May to August.

**Office Assistant (\$10.38-\$11.73)**

Responsible for answering phones, processing program registrations, customer service, and general office tasks. Hours are 11:00 am-2:00 pm, Monday through Friday.

**Park Program Assistant (\$9.86-\$11.15)**

Assist Park Program Leader with enforcing safety procedures, rules and regulations, and supervising various recreation activities for youth. Must have experience working with youth ages 6-11 and have strong supervisory skills. Hours are 1:30-5:00 pm, Monday to Friday. Program runs from June to August.

**Park Program Leader (\$10.38-\$11.73)**

Responsibilities include planning, implementing, and supervising activities for youth at a Neighborhood Park location. Must have experience working with youth ages 6-11. 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 through Friday. Program runs from June to August.

**Pool Cashier (\$9.86-\$11.15)**

Responsibilities include accepting and counting money, keeping accurate daily records, answering phones, and daily cash summary and deposits. Must have good public relations skills and be able to work in a fast-paced, ever-changing environment. Previous cashier experience preferred. Hours are 12:30-4:30 pm and 6:30-8:30 pm, Monday through Sunday. Season runs June to August.

**Pool Manager (\$12.46-\$14.08)**

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 Noon-4:30 pm and 6:30-8:30 pm, Monday through Sunday. Season runs June to August.

**Preschool Assistant (\$9.86-\$11.15)**

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. Hours are 10:00-11:30 am, Monday through Thursday. Program runs from June to July.

**Preschool Leader (\$10.38-\$11.73)**

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 games, and physical fitness. Prefer two (2) or more years of college education and one (1) year related experience. Hours are 10:00-11:30 am, Monday through Thursday. Program runs from June to July.

**Recreation Facility Attendant (\$10.38-\$11.73)**

Background in recreation and athletics is desired, but not essential. Must be organized and able to work well with the public. Some lifting and cleaning required. Employment is during evening hours and varies on some Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, and some weekends. Employment opportunities year-round. Approximately 10 to 25 hours per week.

**Special Events Assistant (\$10.38-\$11.73)**

Assist with a variety of special events throughout the year. Applicants will assist with set up, tear down, and various aspects of running the event(s). Applicants should be able to multitask, have strong customer service skills, follow instructions, and be able to lift and carry up to 25 lbs. Work may be done both indoors and outdoors. Dates and times vary with each event.

**Sports Center Building Attendant I (\$10.38-\$11.73)**

This position has custodial responsibilities with training provided on all equipment necessary to perform the job. Hours vary, but most will be weekday evenings and weekends, 20-25 hours per week. Season runs October to March.

**Sports Center Building Attendant II (\$10.89-\$12.32)**

This position is responsible for custodial services at the Moorhead Sports Center. Applicant must have a minimum of 2 years' experience working in an ice facility and good public relations skills. Hours vary, but most will be weekday evenings and weekends, 20-25 hours per week. Season runs October to March.

**Sports Sampler Instructor (\$10.38-\$11.73)**

Good knowledge of various sports and phys-ed games with a strong desire to work with young children required. Teaching the basic skills, fundamentals, and rules of various sports is our primary goal.

**Swim Instructor (\$11.41-\$12.91)**

Responsibilities include teaching Red Cross lessons to youth of all ages. Current WSI required and previous experience preferred. Spring hours are 4:30-7:30 pm, Monday and Thursday. Spring program runs March to April. Summer hours are 8:30 am-Noon, Monday through Friday. Summer program runs June to August.

**Swim Lesson Assistant (\$10.38-\$11.73)**

Assist certified swim instructor with group swimming lessons. Must be comfortable in the water and enjoy working with youth. Spring and summer hours available.

**Tennis Coordinator (\$12.46-\$14.08)**

Individual must possess 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. Monday through Thursday (some employment may be required on Fridays).

**Tennis Instructor (\$10.38-\$11.73)**

Individual must possess a strong background in tennis. Previous instruction experience is desired, but not necessary. Head tennis instructor will assign responsibilities. Hours are 8:00 am-3:30 pm, Monday through Thursday (Some employment may be required on Fridays).

**Wading Pool Attendant (\$9.86-\$11.15)**

Responsibilities include supervising youth, enforcing rules and regulations, maintaining proper PH and chlorine levels in the water, and keeping accurate attendance records. Must possess strong supervisory skills and dependability. First aid training required. Hours are 1:00-7:00 pm, Monday through Sunday. Season runs June to August.

**Wading Pool Coordinator (\$11.93-\$13.50)**

Primary responsibilities are to assist the recreation program supervisor in managing the wading pool staff. The position will include site visits to each pool, answering phone calls from staff, unlocking and locking facilities for wading pool rentals, and assisting with schedule planning. Strong leadership and communication skills required. Experience supervising staff is preferred. Evening and weekend hours required, 20-30 hours a week. Position runs May to August.

**Youth Baseball Coordinator (\$11.93-\$13.50)**

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-old through 5<sup>th</sup> grade baseball program. Hours are 4:30-8:30 pm, Monday through Thursday. Season runs May to July.

**Youth Flag Football Coordinator (\$11.68 - \$13.21)**

Knowledge of the game of football helpful, but not required. Applicants must possess great customer service and people skills. This person will be interacting with coaches, parents, and kids in grades K-6. The program runs weeknight evenings, late August to early October. Coordinator responsible for opening and closing of facilities.

**Youth Flag Football Official (\$25.00/game)**

Knowledge of the game of football helpful, but not required. Applicants must possess great people skills. This person will be interacting with coaches and kids in grades K-6. The program runs Tuesday and Thursday evenings, late August to early October. Games are 1 hour in length, up to 2 games per night.

**GOLF COURSES****Golf Course Grounds Worker (\$10.89-\$12.32)**

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.

**Golf Shop Attendant (\$10.38-\$11.73)**

Responsibilities include cashier duties, answering phones to schedule tee times, picking up driving range golf balls, course traffic control (ranger), managing golf leagues, cleaning, and parking golf carts. Must have good customer service skills, computer skills, and knowledge of the game of golf. Season runs April (March) to October (November). Hours are 7:00 am-sunset. 20-35 hours per week, open 7 days a week, some weekends required

**Junior Golf Instructor (\$10.38-\$11.73)**

Responsibilities are to learn the junior golf program curriculum in order to effectively teach young golfers involved in the program. Job will require good communication skills and must be effective working with small groups of children. Experience is a plus but not required.

**Range Attendant (\$9.86-\$11.15)**

Responsibilities include picking driving range golf balls, parking and cleaning golf carts, and washing range balls. Season runs from April (March) to October (November), 7 days a week. Hours are 5:30 pm-sunset. 10-15 hours per week, some weekends required.

**Starter/Course Advisor (\$10.38-\$11.73)**

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.

**PARK MAINTENANCE**

**Park Attendant (\$11.93-\$13.50)**

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 Park and Neighborhood Recreation Centers. Should be responsible and able to communicate well verbally as position requires considerable public relations activities. Weekend work required on a rotating basis. Starting date is mid-April with part-time hours then full-time hours after school is out for summer. Must be at least 18 years old.

**Pool Maintenance Assistant (\$11.93-\$13.50)**

Assist with cleaning and maintaining wading and swimming pools. Previous experience preferred, but will train. Hours are Wednesday through Sunday. Starting date is June 1. Must be at least 18 years old and have a valid driver's license.

**Weekend Ranger (\$10.38-\$11.73)**

Monitor functions in City parks and assist with athletic tournaments. Responsible for litter pickup, garbage collection, and opening/closing of facilities. Starting date is May 1. Must be at least 18 years old and have a valid driver's license.

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

**Applications can be found online at  
[www.cityofmoorhead.com/employment](http://www.cityofmoorhead.com/employment)  
For more information, call 218.299.5371**

The City of Moorhead is an equal opportunity employer.