



City of Moorhead

Spring-Summer 2022 Positions

www.cityofmoorhead.com/employment

Seasonal Parks and Recreation Positions

The City of Moorhead is accepting applications for a variety of seasonal part-time and full-time temporary seasonal positions in the Parks and Recreation Department.

Adaptive Leader (\$12.75-14.35)

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 12:15–8:45 pm, Tuesdays, Wednesdays and Thursdays. Program runs from June to August. Must be age 14 or older

Adaptive Recreation Coordinator (\$15.00-\$16.60)

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. Must be age 18 or older

Adaptive Sport Coordinator (\$15.00-\$16.60)

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. Must be age 18 or older

Art Assistant (\$12.00-\$13.60)

Assist program supervisor with art activities and supervising youth. Strong communication skills and interest in art required. Must have experience working with youth. Program runs June-August. Hours 8:30 am - Noon, Monday to Thursday. Age 14 or older

Art Coordinator (\$15.00-\$16.60)

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. Program runs June-August. Hours 8:30 am - Noon, Monday to Thursday. Additional hours required for planning. Age 18 or older

Canoe and Kayak Attendant (\$12.00-\$13.60)

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. Age 16 or older

Inclusion Leader (\$12.00-\$13.60)

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. Age 15 or older

Lifeguard (\$13.50-\$15.10)

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 pm – 4:30 pm and 6:30 pm – 8:30 pm. Season runs June to August. Age 15 or older

Neighborhood Recreation Center Attendant (\$12.00-\$13.60)

Responsible for opening/closing and cleaning of neighborhood recreation centers. Dependability is a must. Positions run February-May. Hours vary based on scheduled rentals. Age 18 or older

Neighborhood Recreation Center Coordinator (\$15.00-\$16.60)

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-August. Age 18 or older

Park Program Assistant (\$12.00-\$13.60)

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. Program runs from June to August. Hours are 1:30-5:15 pm, Monday to Thursday. Age 14 or older.

Park Program Leader (\$12.75-\$14.35)

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 or more years of college education and one year related experience. Hours are 1:00-5:15 pm, Monday to Thursday. Program runs from June to August. Age 18 or older

Pool Cashier (\$12.00-\$13.60)

Responsibilities include admitting patrons into pool, selling concessions, keeping accurate daily records. Must have good public relations skills and be able to work in a fast-paced, ever-changing environment. Previous cashier experience preferred. Hours are 12:15-8:45 pm. Monday to Sunday. Season runs June to August. Age 15 or older

Pool Manager (\$15.75-\$17.35)

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 12:00-4:30 pm and 6:30-8:30 pm, Monday to Sunday. Season runs June to August. Age 18 or older

Preschool Assistant (\$12.00-\$13.60)

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 to July. Hours are 9:30-11:45 am, Monday to Thursday. Age 14 or older

Preschool Leader (\$12.75-\$14.35)

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 or more years of college education and one year related experience. Hours are 9:30-11:45 am, Monday to Thursday. Program runs from June to July. Age 18 or older

Recreation Facility Attendant (\$11.25-\$12.85)

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, Friday and some weekends. Employment opportunities year round. Approximately 10 to 25 hours per week. Must be age 14 or older

Special Events Assistant (\$12.00-\$13.60)

Assist with a variety of special events throughout the year. Applicants will assist with set up, tear down, and various aspects of running the events. Applicants should be able to multitask, have strong customer service skills, be able to follow instructions, and be able to lift and carry up to 25 pounds. Work may be done both indoors and outdoors. Dates and times vary with each event. Age 16 or older. Year around position.

Sports Sampler Instructor (\$12.00-\$13.60)

knowledge of various sports and phy-ed games and a strong desire to work with young children required. Teaching the basic skills, fundamentals and rules of various sports is our primary goal. Must be age 14 or older

Swim Instructor (\$13.50-\$15.10)

Responsibilities include teaching progressive swim lessons to youth of all ages and evaluating each students performance. Must

create a positive and enthusiastic atmosphere that welcomes all individuals and promotes safety. We provide all necessary training. Spring hours are 4:15-7:15 pm, Monday, Tuesday and Thursday. Program runs March-April. Summer hours are 8:30 am - 12:15 pm, Monday to Friday. Program runs June to August. Age 15 or older

Swim Lesson Assistant (\$12.00-\$13.60)

Assist swim instructor with group swimming lessons. Must be comfortable in the water and enjoy working with youth. Spring and summer hours available. Age 14 or older

Tennis Coordinator (\$15.00-\$16.60)

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. Mondays thru Thursday (some employment may be required on Fridays).

Tennis Instructor (\$12.00-\$13.60)

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 8:00 am to 3:30 pm, Mondays, Tuesdays, Wednesdays and Thursdays. (Some employment may be required on Fridays). Must be age 14 or older

Wading Pool Attendant (\$11.25-\$12.85)

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 to August. Hours are 1:00–7:00 pm, Monday to Sunday. Must be age 14 or older

Wading Pool Coordinator (\$15.00-\$16.60)

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

Youth Baseball Coordinator (\$15.00-\$16.60)

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 5th grade baseball program. Hours are 4:30-8:30 pm, Monday to Thursday. Season runs May to July.

Youth Baseball Instructor (\$12.00-\$13.60)

Must have strong knowledge of the game of baseball, and be able to work well with coaches, umpires, parents, and participants. Responsibilities include running practices, assisting coaches, and leading games for our 5 year old through 5th grade baseball program. Hours are 4:30-8:30 pm, Monday to Thursday. Season runs May to July.

Youth Flag Football Coordinator (\$15.00 - \$16.60)

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 Club House Positions (Spring-Fall)

Golf Shop Attendant (\$12.75-\$14.35)

Responsibilities include handling money, 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) - October (November), Hours 7:00 a.m. – Sunset. 20 – 35 hours per week – Open 7 days a week some weekends required. Driver's license required. Must be age 16 or older.

Junior Golf Instructor (\$12.00-\$13.60)

Responsibilities are to learn the junior golf program curriculum in order to effectively teach the young golfers involved in the program. Job will require good communication skills and must be effective working with small groups of children. Experience is not a must but is a plus. Need not be a golfer. Driver's license required. Must be age 16 or older

Range Attendant (\$11.25-\$12.85)

Responsibilities include picking driving range golf balls, parking and cleaning golf carts, washing range balls. Season runs from April (March) – October (November), 7 days a week, hours 5:30 p.m. – sunset. 10 – 15 hours/week. Some weekends required. Driver's license required. Must be age 16 or older

Golf Course Grounds Worker

Golf Course Grounds Worker (\$13.50-\$15.10)

Work outside! Maintain and upkeep tees, fairways and greens at City golf courses. 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. No experience needed, training provided. Weekend work required on a rotating basis. Must have valid driver's license and be at least 16 years old.

Hours: Monday-Friday, Weekdays with rotating weekends. Done before 11am on the weekend. Part-time or full-time.

Building Attendants

Hjemkomst Center Building Attendant (\$11.10-\$12.60) Part-time position. Hours may vary based on building schedule but will generally be weekdays, late afternoon (3:30-4pm) into early evening with occasional weekend daytime hours. Duties include general building cleaning, set-up and clean-up of meeting facilities, opening/closing of building, snow removal. Must have good communication skills and reliable transportation. Some heavy lifting required, up to 50 lbs. Age 21 or older. Year-around position. Part time.

Park Maintenance Seasonal Positions (Spring-Fall)

Assistant Athletic Field Supervisor (\$13.50 to \$15.10)

Assist with the supervision of seasonal athletic field personnel and performing maintenance of athletic fields. Starting date is approximately May 1. Must be 18 years old.

Ball Field Maintenance (\$11.25-\$12.85)

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 date is approximately May 1. Must have a valid driver's license. Must be age 18 or older.

Hours: Weekdays. Monday-Friday 7:00 a.m. – 3:30 p.m.

Evening Ball Field Maintenance (\$11.25-\$12.85)

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 3:30-12:00 midnight, Monday to Friday. Starting date is approximately May 1. Must be at least 18 years old and have a valid driver's license.

Herbicide Applicator (\$13.50-\$15.10)

Applying herbicides for control of weeds in city parks and right of ways. Starting date is approximately May 1. Must be at least 18 years old and have a valid driver's license. Hours: Monday-Friday 7:00 a.m. – 3:30 p.m.

Litter Laborer (\$12.00-\$13.60)

Empty garbage containers and pick litter in City parks. Starting date is approximately May 1. Must be at least 18 years old and have a valid driver's license. Hours: Monday-Friday 7:00 a.m. – 3:30 p.m.

Mower Crew Leader (\$13.50-\$15.10)

Oversee crew of 3 seasonal employees mowing City property. Will drive crew cab truck with 5th wheel trailer and operate mower.

Hours are 6:00 am to 4:30 pm, Monday to Thursday. Must be at least 18 years old and have a valid driver's license. Starts approximately May 1 and goes to approximately October

Mower Operator (\$12.00-\$13.60)

Operate mowers in City parks and right of ways. Hours are 6:00 am to 4:30 pm, Monday to Thursday. Must be at least 16 years old and have a valid driver's license. Starts approximately May 1 and goes through October

Park Attendant (\$13.50-\$15.10)

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 approximately mid-April with part-time hours then full-time hours after school is out for summer. Flexible. Must be at least 18 years old. Year around.

Pool Maintenance Assistant (\$13.50-\$15.10)

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

Tractor Mower Operator (\$13.50-\$15.10)

Operates large tractor with flail mowers, mowing City property and road right of ways. Hours are 6:00 am to 4:30 pm Monday - Thursday. Must be at least 18 years old and have a valid driver's license. Starts approximately May 1.

The City of Moorhead offers its employees a positive, friendly and collaborative work environment that is team focused where everyone is working together to serve our community. Our employees are passionate about their jobs and making our community one to be proud of. We are #MoorheadProud

The City of Moorhead is an equal opportunity employer and is a proud employer located in the metropolitan region of Fargo-Moorhead.

**Complete a City of Moorhead Employment application at
www.cityofmoorhead.com/employment**