



City of Moorhead

Spring + Summer Seasonal Positions 2023

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 of related experience. Hours are 1-5:15 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, Fridays 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 14 or older. Year-round 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 4:15-7:30 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.

Enjoy these perks working for the City:

- Positive, friendly and team-oriented culture
- Flexibility to support work-life balance
- Ability to make a difference in your community
- Training and career development

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/jobs