

2020 VALLEY CITY PARKS & RECREATION SPRING/SUMMER PARKS AND RECREATION POSITIONS

accepting applications until **FRIDAY March 15, 2020**

RECREATION- Contact Amy, amyp@vcparcs.com

Summer Activities Assistant: Assisting with administrative and supervisory work for Valley City's July Celebration. Taking on any and all responsibilities for our Adaptive Coordinator position. Assisting with social media posts, website maintenance and creating relevant content for VCPR. 30-40 hours a week. Starts May 18th and goes through August 21st. Recreation Manager has a more detailed description of position, inquire for details.

Tennis Coordinator: Responsibilities include supervising coaches, organizing season end tournament for the youth, other responsibilities are teaching fundamentals of tennis to girls and boys ages 6-12, Hours are 8am - 2 pm on Monday - Thursday. Must attend USTA workshop out of town. Program begins June 1, 2020 and runs 8 weeks.

Play Park Coordinator: Responsible for creating and developing activities, handling any discipline problems, and teach group activities to children ages 3 to 5. And supervise aides. Hours Tuesday & Thursday 8:15 am - 12 pm at Chautauqua Park. Program begins June 2, 2020 through June 25, 2020.

CO- Track Coordinator: Two individuals are needed to supervise the Monday Night Track program. Responsibilities include working Monday Nights in June and July, scheduling, setting up meet each Monday and running the meets. Individuals must be 18 years of age, possess good public relation skills and knowledge of Track. Rate of pay (DOE) depends on experience. depends on experience.

Tennis Coach: Responsible for teaching fundamentals of tennis to girls and boys ages 6-12, Hours are 8am - 1 pm on Monday - Thursday. Friday hours are limited. Program begins June 1, 2020 and runs 8 weeks.

Youth Baseball/Softball: Responsibilities include teaching fundamentals of baseball & softball to girls and boys ages 5-11. Hours are 9 am - 12:30 pm on Monday - Thursday. Program begins June 1, 2020 and runs 8 weeks.

Fast Pitch Girls Softball Coach: Responsible for teaching fundamentals of fast pitch softball to 11 - 14-year-old girls, program equipment control, organizing transportation for travel, set up games schedules, schedule umpires for home games, some minor diamond maintenance and supervise other coach(s). Must complete and pass the online test through USA Softball website. Practice times to be determined. Games times will vary. There will be out of town games and overnight tournaments. Candidates must have the ability to communicate effectively and to establish and maintain effective working relationships with personnel. Applicants should have extensive knowledge of fast pitch rules and regulations. Programs begin Mid May and runs approximately 12 weeks.

Asst Cal Ripken and 10/11 yr. old's Baseball Coaches

Responsibilities include teaching fundamentals of baseball to 10 - 12-year-old boys, program equipment control, organizing transportation for travel, set up games schedules, schedule umpires for home games, some minor diamond maintenance and supervise other coach(s). Must complete and pass the online test through Babe Ruth Baseball. 10 - 12-year-old practice times to be announced. Games times will vary. There will be out of town games. Candidates must have the ability to communicate effectively and to establish and maintain effective working relationships with personnel. Applicants should have extensive knowledge of baseball rules and regulations. Programs begin Mid May and runs approximately 10 weeks.

Play Park Teacher/ Aide: Assisting the coordinator with activities for children ages 3 - 5. Hours Tuesday & Thursday 8:15 am - noon at Chautauqua Park. Program begins June 2 through June 25.

Concession Worker: Responsible for selling concession during program and possible other upcoming events. Hours Monday Nights 6 pm – 9:30 pm, some weekends and nights throughout the summer May to mid-September.

POOL FACILITIES- Contact Hilary, hilaryk@vcparks.com

Swimming Pool Lifeguards & WSI Lifeguards: Responsible for providing a safe environment at our pool facility. Lifeguards will provide a positive image of all facilities and its services by attentive, conscientious and courteous behavior on the job. Lifeguards will report to the assistant pool manager and head lifeguard. Lifeguards must have current certification in lifeguard training, CPR and First Aid. Swim Instructors must be WSI certified in addition to in lifeguard training, CPR and First Aid. Able to work days, nights and weekends.

Swimming Pool Slide Attendant/Cashier: Responsible for providing a safe environment at our outdoor swimming pool facility. Attendants/Cashier will provide a positive image of the facility and its services by attentive, conscientious and courteous behavior on the job. Pool Slide Attendant/Cashier will report to Aquatics Manager, pool manager, assistant pool manager and head lifeguard. Able to work days, nights and weekends.

GOLF COURSE- Contact Amy, amyp@vcparks.com

Pro Shop Attendant: Control tee times, starting times, putting green, driving range, sell merchandise and concessions, rent carts, help with lessons, maintain and clean the pro shop and pro shop area, pick up the practice balls from the driving range, clean range balls, clean golf carts, and will be expected to follow directions and perform other duties as assigned by the Pro Shop Manager. Will be required to work weekends, nights, and holidays. Season runs from mid-April through mid-October. Approximately 25-30 hours per week.

Golf Course Maintenance Worker: Operate riding mowers, push mowers, trimmers, etc. Will be expected to work some odd hours and weekend work required. Will answer directly to the Golf Course Superintendent. Most desirable start date April to September. Approximately 40 hours per week. Must have a valid driver's license.

Golf Instructor: Responsibilities include teaching fundamentals of Golf to boys and girls ages 6 and up, people with special needs and adults. Teach equipment control, discipline, organize, and oversee all Golf programs. Ability to communicate effectively, ability to plan, direct and coordinate activities include special needs program. The coordinator will work under the supervision of the Director, Pro Shop Manager and the Recreation Manager. Rate of pay (DOE) depends on experience.

PARKS, GAME FIELDS, & BUILDINGS MAINTENANCE- Contact Mike, mikel@vcparks.com

Parks, Game Fields, and Buildings Maintenance Worker: Must have valid driver's license. Operate trucks, riding mowers, hand tools, trimmers, push mowers, cleaning equipment and other related equipment. Responsible for maintaining and up keeping game fields, parks and buildings. This includes mowing, trimming, working on flower beds, diamond field preparations, pick up garbage, clean bathrooms, open and close buildings, mop floors, vacuum carpets, general cleaning in buildings. Will be expected to work in other maintenance areas as directed. Weekend work required on a rotating basis. Some late afternoon and evening work is required. Will answer directly to the Buildings and Grounds Superintendent and/or Assistant Buildings and Grounds Superintendent. The most desirable starting date is May 1st or earlier and employment will run through mid-September. Approximately 40 hours per week during peak summer season. Part time hours during off peak season.