



# City of Moorhead

## Spring-Summer Positions 2021

### Parks and Recreation

#### **Adaptive Leader** (\$11.10-12.60)

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** (\$13.30-\$15.00)

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** (\$13.30-\$15.00)

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

#### **Adult Kickball Umpire** (\$20/game)

Will be responsible for umpiring the 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-July.

#### **Art Assistant** (\$10.08-\$11.40)

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 Instructor** (\$13.30-\$15.00)

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** (\$10.60-\$12.00)

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

#### **Canoe and Kayak Coordinator** (\$13.30-\$15.00)

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 6-8 pm, Saturdays and Sundays 1-6 pm, monthly River Paddling Excursions 5:30-8 pm on Wednesdays, and organizing special group paddling rental reservations as requested. Program runs from May to mid-September. Age 18 or older

#### **Inclusion Leader** (\$10.08-\$11.40)

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** (\$11.10-\$12.60)

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** (\$10.60-\$12.00)

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 (\$11.70-\$13.20)**

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

**Office Assistant (\$10.60-\$12.00)**

Responsible for answering phones, processing program registrations, customer service, and general office tasks. Hours are 11:00 am-2:00 pm, Monday through Friday. Age 18 or older

**Park Program Assistant (\$10.08-\$11.40)**

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 Friday. Age 14 or older.

**Park Program Leader (\$10.60-\$12.00)**

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 Friday. Program runs from June to August. Age 18 or older

**Pool Cashier (\$10.08-\$11.40)**

Responsibilities include admitting patrons into pool, selling concessions, 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 12:15–8:45 pm. Monday to Sunday. Season runs June to August. Age 15 or older

**Pool Manager (\$12.70-\$14.40)**

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 (\$10.08-\$11.40)**

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 (\$10.60-\$12.00)**

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 (\$10.60-\$12.00)**

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

**Sports Sampler Instructor (\$10.60-\$12.00)**

knowledge of various sports and phys-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 (\$11.70-\$13.20)**

Responsibilities include teaching swim lessons to youth of all ages. Completion of swim instructor course required and previous experience preferred. 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 (\$10.60-\$12.00)**

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 (\$12.70-\$14.40)**

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 (\$10.60-\$12.00)**

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 (\$10.08-\$11.40)**

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 (\$12.20-\$13.80)**

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 (\$12.20-\$13.80)**

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 (\$10.60-\$12.00)**

This position is responsible for working with volunteer coaches to help teach the fundamentals of baseball to program participants ages 5 thru completing 5<sup>th</sup> Grade. Instructors will help run and organize practices and games for teams they are assigned to. They will also be in charge of managing equipment for multiple teams across different age groups. Monday, Tuesday, Wednesday, and Thursdays evenings, May-July.

**Youth Flag Football Coordinator (\$12.10 - \$13.68)**

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 Shop Attendant (\$10.60-\$12.00)**

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.

**Golf Course Grounds Worker (\$11.39-\$12.49)**

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. Age 16 or older

**Junior Golf Instructor (\$10.60-\$12.00)**

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 (\$10.08-\$11.40)**

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

**Starter/Course Advisor (\$10.60-\$12.00)**

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. Driver's license required. Must be age 16 or older

# Hjemkomst Center & Sports Center

## **Hjemkomst Center Building Attendant (\$11.10-\$12.60)**

Hours include every-other weekend (Saturday 9:00 am - 5:30 pm, Sunday 12:00-5:30 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. Age 21 or older. Year-around position.

## **Hjemkomst Center Event Staff (\$10.60-\$12.00)**

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. Year around position.

## **Special Events Assistant (\$10.60-\$12.00)**

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 Center Building Attendant I (\$10.60-\$12.00)**

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. Must be age 18 or older. Year-around hours available.

## **Sports Center Building Attendant II (\$11.10-\$12.60)**

This position has custodial responsibilities at the 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. Must be age 18 or older. Year-around hours available.

## **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.