



# City of Moorhead

## Fall/Winter Seasonal Positions (2019-20)

### **PARKS AND RECREATION**

#### **After School Leader (\$10.38-\$11.73)**

Responsibilities include planning activities, interacting with children and their families, working independently as well as with a team, and creating an enriching, fun and safe environment. Staff must have experience and enjoy working with school aged children and teens. Staff must have a positive attitude and serve as a role model to the participants in the program. Hours are 3:00pm-5:30 pm, Monday to Friday. Program runs September to Dec. Must be age 16 or older.

#### **Concession Attendant (\$9.86-\$11.14)**

Position provides concessions at the Moorhead Sports Center. Hours will be weekday evenings and some weekends. Season runs November to March.

#### **Dance Instructor (10.38-11.73)**

Assist Coordinator with teaching dance techniques and choreography. Strong communication skills and experience in dance required. Previous instruction experience is desired, but not necessary. Hours are 7:00pm-8:30pm, Tuesdays and Thursdays. Program runs November-February. Age 15 or older

#### **Figure Skating Assistant (\$9.86-\$11.14)**

Prior USFS/ISI skating background required. Season runs October to February and must be available on Thursdays from 7:30pm-9:00 pm and Saturdays from 8:30am-12:30pm. Must be age 16 or older.

#### **Figure Skating Assistant Coordinator (\$10.89-\$12.32)**

At least 5 to 10 years of teaching experience as well as prior USFS/ISI skating background required. Season runs October to February and must be available on Thursdays from 7:30pm-9:00pm and Saturdays from 8:30am-12:30pm. Must be age 18 or older.

#### **Figure Skating Instructor (\$10.38-\$11.73)**

Prior USFS/ISI skating background and teaching experience required. Season runs October to February and must be available on Thursdays from 7:30pm-9:00 pm and Saturdays from 8:30am-12:30pm. Must be age 18 or older.

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

Works closely with the building managers to provide important support to ensure the building is clean and well maintained for events and functions that take place throughout the year. Responsible for opening and closing the building, set-up and take down of events, daily building cleaning, shoveling snow, etc. as well as being the on-site building attendant during events which includes communicating in a courteous manner with the public by answering questions and being helpful with requests as needed. Some lifting up to 50 lbs. Age 18 or above. Part-time hours 10-15 per week available for fall / winter and spring. Various weekday evenings 3pm-5pm and two weekends a month Saturday 9am-5:30pm and Sunday Noon-5:30pm. Opportunities for additional hours based on event schedule.

#### **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. Fall, winter and spring. Responsibilities include assisting



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groups during events and clean-up of the facility after events. Hours vary based on event schedule. Weekend work required. 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-\$11.14)**

Responsibilities include assisting youth with disabilities participate in a specific recreation programs. Staff 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 16 or older

### **Mini Basketball Instructor (\$10.38-\$11.73)**

Good basketball knowledge and a strong desire to work with young children required. Teaching the basic skills, fundamentals and rules of basketball is our primary goal. Sessions are held on Saturdays in January and February. Age 14 or older.

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

Responsible for opening/closing and cleaning of neighborhood recreation centers. Dependability is a must. Positions run September-May. Hours vary based on scheduled rentals. Age 16 or older.

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

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

### **Preschool Assistant (\$9.86-\$11.14)**

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 9:30am - 11:00 am, Saturdays. Program runs from October-November. Age 14 or older

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

Responsibilities include planning, implementing and supervising activities for youth. 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 9:30am-11:00am, Saturdays. Program runs from October-November. Age 18 or older.

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

Athletic field and court set-up along with some light custodial work. Parks and Recreation 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. Mostly evening and weekend shifts. Age 16 or older.

### **Ski Attendant (\$9.86-\$11.14)**

Applicants must possess great customer service and people skills. Individual will be responsible for fitting customers with skis and snowshoes and for handling money. The position will run on Saturdays and Sundays, December to February. Age 16 or older.



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### **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 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

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

This position has basic custodial responsibilities at the Sports Center 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. Age 18 or older

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

This position has moderate 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. Season runs October to March. Valid driver's license required. Age 18 or older

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

Teaching the basic skills, fundamentals and rules of various sports is our primary goal. Good knowledge of various sports and a strong desire to work with young children required. The session running in October and November meets Saturday mornings. Age 14 or older.

### **Swim Instructor-Indoor (\$11.41-\$12.90)**

Responsibilities include teaching (Red Cross) lessons to youth of all ages. Current Water Safety Instructor Certificate required and previous experience preferred. Hours are 10:00am-1:30pm, Saturdays. Program runs September-November. Age 16 or older

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

Assist certified swim instructor with group swimming lessons. Must be comfortable in the water and enjoy working with youth. Hours are 10:00am - 1:30pm, Saturdays. Program runs September-November. Age 14 or older

### **Warming House Attendant (\$9.86-\$11.14)**

Responsibilities include supervising skating rinks and warming house, enforcing rules and regulations, keeping accurate attendance records and daily cleaning duties. Strong supervisory skills and dependability are a must. Season runs from mid-December to mid-February. Hours are weekdays 4:00pm-8:00pm and weekends 1:00pm-8:00pm. Age 16 or older

### **Youth Basketball Coordinator (\$11.93-\$13.49)**

Knowledge of the game of basketball helpful, but not required. Applicants must possess great customer service and people skills. This person will be interacting with parents, coaches, and kids in grades 1 to 4 and will be responsible for opening and closing of the facility. The program runs Saturdays in January and February. Age 18 or older



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### **Youth Flag Football Coordinator (\$11.93 - \$13.49)**

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. Age 14 or older

### **Youth Gymnastics Coordinator (\$12.45-\$14.08)**

Strong background in gymnastics required. Should also have previous instruction experience, be organized, and work well with other staff and the general public. Coordinator will be responsible for planning appropriate gymnastics drills for kids grades K-8, supervising the other instructors, and leading the classes. Program will be Monday and Tuesday evenings from November-February. Age 16 or older

### **Youth Gymnastics Instructor (\$10.38-\$11.73)**

Background in gymnastics required. Previous instruction experience is desired, but not necessary. Responsible for teaching gymnastics to kids in grades K-8. Program will be Monday and Tuesday evenings from November-February. Age 16 or older



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### **PARK MAINTENANCE, GOLF COURSE & FORESTRY**

#### **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. Full and part-time seasonal, flexible schedules. Weekend work on a rotating basis. Early morning shifts. Age 18 or older.

#### **Mower Operator (\$10.89-\$12.32)**

Operate mowers in City parks and right of ways. Hours are 6:00am to 4:30pm, Monday to Thursday. No weekends. Must be at least 18 years old and have a valid driver's license. Positions ends in late October/November depending on weather.

#### **Park Attendant (\$11.93-\$13.49)**

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. Full-time reduced to part-time during fall. After school hours during fall/winter. Weekend work required on a rotating basis. Must be at least 16 years old.

#### **Ski Trails Groomer (\$10.38-\$11.73)**

Operate snowmobile and groomer to maintain cross country ski trails in various parks during winter months. Must be 18 and have valid driver's license. Part-time 10-15 hours per week. Some days and weekends.

#### **Snow Removal/Rink Maintenance (\$10.89-\$12.32)**

Rink sweeping, snow removal on walks and parking lots, and bus stop shoveling. Age 18 or older. Part-time days working 7am-3:30. Some weekends.



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### **SANITATION & STREETS**

#### **Sanitation Labor (\$10.89-\$12.32)**

**Monday-Friday 6am-2:30pm, days. No weekends!** Flexible with days and open to part-time, if want to work less hours. This is a great position if you like the outdoors. Assist City crews with curbside yard waste collections and help keep our community clean. No experience necessary, training provided. Must be 16 years of age or older and be able to lift 30 pounds on a regular basis and occasionally more. Position ends approximately in November. This position is seasonal full-time, not benefits eligible.

#### **Streets Maintenance Laborer (\$10.89-\$12.32)**

**Monday-Friday 7am-3:30pm. No weekends!** Flexible, if want less hours. Assist City crews with routine maintenance procedures, including bituminous leveling, crack fill, and seal coating. Heavy lifting required. Must be at least 18 years old.

#### **Temporary Equipment Operator (\$15.50-\$17.01)**

Must have at least one year of experience with driving and snow plowing and the ability to work safely and perform heavy manual labor. Must be 18 and have a valid Class B Commercial Driver's License (CDL). High school diploma or GED is required. Hours: 3:00pm-11:30pm.

#### **Temporary Truck Driver-Streets (\$13.48-\$15.83)**

**Monday-Friday 7am-3:30pm. No Weekends!** Truck driver supporting various work performed by the Street Division, including bituminous leveling, crack filling, and seal coating. Must have at least one year of experience with driving and the ability to work safely and perform heavy manual labor. Must be 18 have a valid Class B Commercial Driver's License (CDL). High school diploma or GED is required.