

**ABERDEEN PARKS, RECREATION AND
FORESTRY DEPARTMENT**

2010 Summer Job Notices

Position: Lead Maintenance Worker

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman, Wylie Park Manager and full-time employees.

Desired Minimum Qualifications:

Some supervisory skills required. Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Supervision of temporary employees.

General park maintenance.

Assisting park workers in the construction projects.

Salary: \$10.00 per hour, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$11.00.

Position: Park Maintenance Supervisor

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman and full-time park personnel. Responsible for supervising summer maintenance workers in areas of ball fields, Melgaard Park and trimming.

Desired Minimum Qualifications:

Some supervisory skills required. Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Supervision of subordinate workers.

Mowing and trimming of park areas.

Assisting park workers in the construction of park facilities.

Assisting in the general upkeep of park areas.

Salary: \$9.50 per hour, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50.

Position: Park Maintenance Workers (Summer) (Wylie Park and Parks Division)

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman, Wylie Park Manager and full-time park personnel. Responsible for assisting park workers in the maintenance of park areas.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Mowing and trimming of park areas.

Assisting park workers in the construction of park facilities.

Assisting in the general upkeep of park areas.

Salary: \$8.50 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$9.50.

Position: Parks - Pesticide Control Supervisor

Definition of Class:

Under the supervision of the Park Superintendent and/or Park Foreman. Responsible for the control of weeds, insects and rodents in areas maintained by the Parks Division.

Desired Minimum Qualifications:

Must possess a valid driver's license. Interested applicants should contact the Parks, Recreation and Forestry Department for more information on license requirements. Must be safety conscious and possess an interest in park maintenance. Must be 18 years of age.

Examples of Duties:

Spraying herbicide to control the unwanted growth of weeds and grass.

Application of insecticide to control unwanted rodents and pests in park areas.

Salary: \$9.50 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50.

Position: Wylie Park Evening Supervisor

Definition of Class:

Under supervision of the Park Superintendent, Wylie Park Manager and full-time park personnel. Responsible for supervising evening activities at Wylie Park.

Desired Minimum Qualifications:

Some supervisory skills. Possess a valid driver's license. Be able to follow oral and written instructions. Be able to work well with the public. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Assist public during rental of park facilities.

Register campers staying at the park and provide assistance as needed.

Assist with general upkeep of the park.

Assist other park personnel in the performance of their duties.

Salary: \$9.50 per hour, 40 hours per week, 2:30-11:00 p.m., with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50.

Position: Wylie Park Concession Workers (Wylie Park Food Concession stands, Storybook Land Train, Land of Oz Carousel, Wizard's Balloon Ride, Paddle Boat Rentals)

Definition of Class:

Under supervision of the Park Superintendent and Wylie Park Manager. Responsible for assisting in the operation of the concession operations at Wylie Park and within Storybook Land and the Land of Oz.

Desired Minimum Qualifications:

Be able to follow oral and written orders. Count and handle money. Possess good public relation skills. Must be at least 16 years of age. Evening, weekend and holiday work required.

Example of Duties:

Meet and greet customers.

Operate Storybook Land Train.

Prepare food and take orders.

Operate Land of Oz Carousel.

Operate Land of Oz Balloon.

Operate Land of Oz Climbing Wall.

Handle money and make correct change.

Rent paddle boats and canoes.

Salary: \$8.00 per hour, 10-40 hours per week, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$9.25.

Position: Wylie Park Campground Attendant

Definition of Class:

Under supervision of the Park Superintendent and Wylie Park Manager. Responsible for assisting in the operation of the concession operations at Wylie Park.

Desired Minimum Qualifications:

Be able to follow oral and written orders. Count and handle money. Possess good public relation skills. Must be at least 16 years of age. Evening, weekend and holiday work required.

Example of Duties:

Meet and greet campers.	Handle money and make correct change.
Check-in and assist campers	Make and receive payment for reservations
Sell merchandise in store	
General custodial duties including cleaning of the campground lodge facility.	

Salary: \$9.00 per hour, 10-40 hours per week, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$10.25.

Position: Wylie Park Campground Laborer

Definition of Class:

Under supervision of the Park Superintendent, Park Foreman, Wylie Park Manager and full-time park personnel. Responsible for assisting park workers in the maintenance of campground areas.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work is required.

Example of Duties:

Mowing and trimming of campground areas.

Assisting in the general upkeep of campground areas.

General custodial duties including cleaning of restrooms, showers and cabins.

Salary: \$9.00 per hour, 40 hours per week, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.25.

Position: Urban Forestry Technician (Seasonal)

Definition of Class: Under immediate supervision of the City Forester. Responsible for performing technical functions for the City Forestry Division.

Desired Minimum Qualifications: Possess a valid driver's license. Must have the ability to communicate well with the property owners of Aberdeen. Must have a background in urban forestry and/or biology. Must possess knowledge in the aspects of tree growth in an urban setting. Must be 18 years of age.

Example of Duties:

Assist homeowners in controlling insects or diseases damaging their trees or shrubs.

Provide homeowners with technical assistance concerning tree planting, pruning and proper arboricultural practices.

Assist with insect and disease control clinics.

Review landscape plans and approve final landscape sites.

Communicate with the IPM tree scouts and aide them with insect and disease identification.

Salary: \$9.50 per hour

Position: Urban Forestry Workers (Seasonal)

Definition of Class: Under supervision of the City Forester, Forestry Foreman and full-time forestry personnel. Responsible for assisting forestry workers with arboricultural tasks.

Desired Minimum Qualifications: Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in trees and their role in the urban environment.

Examples of Duties:

Assist with tree pruning and removal.

Assist with the planting and maintaining of trees and shrubs on public property.

Assist with Dutch Elm disease control.

Assist with preventive maintenance of City forestry equipment.

Salary: \$9.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$10.00.

Position: Mosquito Control Crew Leader--CLOSED

Under the supervision of the Park Superintendent, responsible for performing the technical functions of mosquito control. Responsible for the supervision of mosquito control crews.

Desired Minimum Qualifications:

Possess a valid driver's license. A biological background with knowledge in insect identification and development. Must be able to supervise crew members, including: work assignments, crew reports and evaluate work accuracy and expediency. Supervisor must be able to work with the public in matters concerning mosquito larvae and adult control procedures. Must obtain a South Dakota Pesticide Applicators License.

Example of Duties:

Monitor CDC light traps to determine population and species of insect present.

Sample areas suitable for larval development and determine if control is needed.

Assign areas to mosquito control personnel for treatment and control.

Make control application when situations arise.

Salary: \$12.00 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$13.25.

Position: Mosquito Control Workers (Summer)

Under the supervision of the mosquito control supervisor. Responsible for performing mosquito control practices as assisted.

Desired Minimum Qualifications:

Possess a valid driver's license. Be willing to perform assigned tasks with accuracy and expediency. Must obtain a South Dakota Pesticide Applicators License. Must be 18 years of age.

Example of Duties:

Make applications of mosquito larvae control materials.

Operate insecticide application equipment.

Sample possible mosquito larvae development habitat.

Keep accurate application records.

Perform preventative maintenance on mosquito abatement vehicle and machinery.

Salary: \$9.50 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$10.75.

Position: Golf Course Maintenance Workers

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming.

Assisting workers in the repair and maintenance of facilities.

Assist in the general upkeep of areas.

Salary: \$8.50 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$9.50.

Position: Golf Course Marshall and Starter

Definition of Class:

Under direction, to patrol golf course property for the purpose of directing players in the proper manner of play and the proper observance of course rules and regulations; and to do related work as required.

Duties:

Patrols golf course property on foot or by motorized vehicles; maintains flow of play by speeding up slow groups and assisting players where necessary; enforces anti-litter regulations; spot-checks players for possession of starter ticket indicating payment of greens fees; sees that players replace divots; prevents entrance of players onto the course who have not paid greens fees; inspects course and reports conditions needing correction; on special assignment, performs the duties of golf starter.

Desired Minimum Qualifications:

Knowledge of the rules and terminology of the game of golf; ability to advise golfers of proper playing procedures; ability to develop and maintain effective public relations, sometimes under adverse conditions; ability to make change accurately and to keep simple records.

Willingness to work Saturdays, Sundays, holidays and varying hours as directed.

Salary: \$8.50 per hour, number of hours worked per week will vary, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$10.50.

Hours: 30-40 hours per week. Weekday evenings and weekend days will be required. From April 1 to September 15.

NOTE:

General Minimum Qualifications:

Must be 18 years of age to be employed for maintenance positions. Must be familiar with respective rules and/or fundamentals of applied interest. Must be able to communicate effectively. Must be punctual. Must be able to take directions and complete reports accurately. Must be willing to perform duties as assigned.

Position: Cemetery Maintenance Workers

Definition of Class:

Under supervision of the Cemetery Sexton and full-time cemetery worker. Responsible for assisting cemetery workers in the maintenance of Riverside Memorial Cemetery.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in the outdoors and the care of park-type equipment. Must be 18 years of age. Some weekend work may be required.

Example of Duties:

Mowing and trimming of cemetery areas.

Assisting cemetery workers in special projects.

Assisting in the general upkeep of cemetery areas.

Salary: \$8.50 per hour, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$9.50.

Position: Tennis Program Coordinator

Examples of Duties:

Under the supervision of the Superintendent of Recreation. Responsible for overall direction and supervision of the summer youth and adult tennis program sponsored by the Aberdeen Parks, Recreation and Forestry Department (lessons and city tournaments).

Objective:

To provide a comprehensive tennis program ranging from youth and adult lessons to competitive and recreational leagues and tournaments, and to establish continuity in the methods of program development.

Responsibilities:

Assists the Recreation Superintendent in the hiring of temporary employees for the purpose of instructing tennis fundamentals during the summer program; develops an instructor's training manual to be followed by staff members in teaching various levels of skills; assists by taking tennis registration during the summer preregistration day; conducts weekly staff meetings to evaluate the progress of classes and individual students. Reviews prior week's instruction and plans for any procedural changes in next week's program; completes time cards of instructors and submits to Recreation Superintendent prior to pay period; keeps an accurate record of participation at all levels of programming. Completes total participation and submits a report to Recreation Superintendent at the end of the year with final report on program; checks courts and weather conditions each day to decide if practices and matches should be rescheduled; notifies public as well as tennis instructors and Aberdeen Parks, Recreation and Forestry Office of any cancellations or changes to the program--news release, radio, ads, etc.; coordinates and supervises all instructors of the city summer tennis program; coordinates all schedules for various levels of instruction; organizes and conducts the city tennis tournament designed for those receiving tennis instruction by the Department; as well as the Hub City Open Adult Tournament and the CC Lee Youth Tournament; organizes and leads two tennis carnivals; coordinates with instructors, the recording of participant progress through the tennis program; provides tennis instruction to the advanced level of players, both youth and adult, if necessary; evaluates total tennis program and instructors at the conclusion of the season and submits to the Recreation Superintendent a final report no later than two weeks after completion of season; and performs any related duties as assigned by the Recreation Superintendent.

Salary:

\$270.00/week for ten weeks. Increase of \$20.00/week/year for each continuous year with the Department.

Position: Tennis Instructors

Under the supervision and direction of the Summer Tennis Coordinator, the Tennis Instructor will conduct classes of instruction in tennis and/or conduct the Youth Tennis League.

Examples of Duties:

Must prepare for lessons as required by the tennis coordinator. Must supervise and instruct registered participants in the fundamentals of tennis. Must encourage and promote tennis and the tennis program. Will supervise youth league play. Must maintain attendance records, prepare accident reports and administer first aid if and when necessary. Must attend preseason training program and staff meetings scheduled throughout the summer. Assists with organizing and supervising of city tennis tournaments under the direction of the coordinator.

Knowledge, Abilities and Skills:

Must have a thorough knowledge of tennis. Must be able to demonstrate and teach various tennis strokes. Must be able to supervise effectively and maintain order at all times. Must be able to relate to and work with children as well as adults. Must be able to communicate well and must be personable at all times.

Must be sincerely interested in tennis and the community's youth recreation program. Must be willing to help promote tennis in Aberdeen. Instructor should actively participate in leagues, tournaments and clinics.

Position Characteristics:

Schedules may vary with participation numbers. Youth lessons are held on Mondays, Wednesdays, and Fridays in the mornings and afternoons. Youth league is held on Tuesdays and Thursdays in the morning and afternoon. Adult classes are held Mondays through Thursdays in both the morning and evening. Instructors may be required to work some weekends. Classes are broken into age and skill levels. Rate of pay is:

Beginner/Advanced Beginner/Intermediate Lessons & League - \$17.50/class/week *

Advanced Lessons & League - \$26.00/class/week *

Adult Lessons - \$21.00/class/week *

Pee Wee Lessons - \$10.50/class/week *

Parent/Child Lessons \$14.00/class/week *

*Increase \$1.00/class/week each continuous year with department to a maximum of \$4.00/class

Position: Youth Tee-ball, Baseball and Softball Coordinators

Under the supervision of the Superintendent of Recreation, the Youth Tee-ball, Baseball and Softball Coordinators are responsible for the overall direction and supervision of those summer youth programs.

Example of Duties:

Assists in the hiring of all coaches and umpires for the program; assists by taking registrations during the summer preregistration day; makes all assignments of coaches to teams and areas they will be working; arranges the total schedule of all practices and games during the regular season and all playoff games for the conclusion of the program; arranges and assigns an umpiring schedule for those hired to umpire; arranges and assigns locations for all games scheduled; ensures that assigned diamonds are properly prepared and marked prior to all games; inventories all uniforms and equipment prior to each season and at the conclusion of each season; supervises all coaches and umpires employed by the department for the program; records accurate data on program participation, attendance of youngsters engaged in the program and submits to the Superintendent of Recreation; evaluates all personnel in the program at the conclusion of the program; assists in preparing budgetary and program recommendations of the program and submits to the Superintendent of Recreation; organizes and conducts all staff training programs for all coaches and umpires; conducts fundraiser programs; completes time cards of coaches and submits prior to pay period; checks field and weather conditions each day to decide if practices and games should be rescheduled; and performs other related work as assigned.

Salary:

Tee-ball Coordinator: \$250.00/week for eight weeks
Assistant Tee-ball Coordinator: \$200.00/week
Baseball Coordinator: \$270.00/week for eleven weeks
Assistant Baseball Coordinator: \$230.00/week for eleven weeks
Softball Coordinator: \$250.00/week for ten weeks
Assistant Softball Coordinator: \$200.00/week

Increase of \$20.00/week/year for each continuous year with the Department.

Position: Coach -- Baseball, Softball and Tee-ball

Under the direction and supervision of the Superintendent of Recreation or a program coordinator assigned by the Superintendent of Recreation, the Youth Baseball, Softball or Tee-ball Coach would organize and direct players during games and practices.

Examples of Duties:

Understands and explains rules to players; demonstrates and teaches the fundamental methods of play; demonstrates and teaches the fundamentals of good sportsmanship; contacts and communicates with players and parents concerning problems, game or practice changes and other areas of communication as assigned by the program coordinator; organizes and supervises all players during games and practices; properly maintains all equipment and returns it to the equipment manager at the end of the year; conducts and supervises the coupon sales of assigned teams; attends all staff meetings; participates in the preseason orientation and clinic; completes coaches certification through the National Youth Sports Coaches Association program; and exhibits and encourages enthusiasm and drive to the team members; and performs other related work as assigned.

Knowledge, Abilities and Skills:

Must have a thorough knowledge of their sport and must be able to demonstrate and teach various aspects of play. Must be able to supervise effectively and maintain order at all times. Must be able to relate to and work with children. Must be able to communicate well and must be personable at all times. Must be able to keep adequate records.

Must be sincerely interested in their sport and the community's youth recreation program. Must be willing to help promote baseball, softball or tee-ball in the community.

Baseball Coaching Position Characteristics:

Games and practices are held during the day, Monday through Friday. Hours depend on the number of teams assigned. Coaches may be assigned as many as four teams. Coaches spend 1 to 1-1/2 hours a day with each team.

Rate of pay: B & C Major League Coaches = \$52.00/team/week

All other coaches = \$40.00/team/week.

Increases \$2.00/team/year of experience to a maximum increase of \$10.00/team.

Softball Coaching Position Characteristics:

Games and practices will be held in the afternoons. Program is held Monday through Thursday. Hours depend on number of teams assigned. Coaches may be assigned as many as three teams. Coaches spend 1 to 1-1/2 hours a day with each team.

Rate of pay: A League and High School Coaches = \$48.00/team/week

All other coaches = \$38.00/team/week.

Increase \$2.00/team/year of experience to a maximum increase of \$10.00/team.

Tee-ball Coaching Position Characteristics:

Games and practices held in the mornings. Program held Monday through Thursday. Coach may be assigned two or three teams. Coaches spend 1 hour per day with a team. Coach must coordinate parents to transport children to games.

Rate of pay = \$38.00/team/week.

Increase \$2.00/team/year of experience to a maximum increase of \$10.00/team.

Baseball Coaches -- 3 teams, 5 days a week
 Tee-ball Coaches -- 2-3 teams, 4 days a week
 Softball Coaches -- 2-3 teams, 4 days a week

Position: Youth League Umpires -- Baseball and Softball

Under the direction and supervision of the Recreation Superintendent or a program coordinator assigned by the Recreation Superintendent, the youth league official would officiate and judge games as assigned.

Examples of Duties:

- Understand, interpret and explain rules to players and coaches.
- Conduct, administer and officiate assigned games.
- Control assigned games and maintain a competitive yet sportsmanlike atmosphere.
- Keep score, time and other records as need be.
- Must participate in preseason orientation and clinic.
- Must complete coaches certification through the National Youth Sports Coaches Association program.

Knowledge, Abilities and Skills:

Must have a thorough knowledge of rules of the game. Must have a basic understanding of officiating. Must be able to relate to and work with children. Must be able to communicate well and must be personable at all times. Must be able to "hustle" and assert themselves when necessary. Must be fair, honest and able to use good judgment.

Must be sincerely interested in assigned sport and the Department's youth recreation program.

Position Characteristics:

Games are usually scheduled on a rotating basis.

Rate of Pay: Baseball -- Umpires,	B League --	Home	\$21.00	Base	\$15.00
		C League --	Home	\$18.00	Base \$13.00
		D League --	Home	\$18.00	Base \$13.00
	B Tournament--	Home	\$21.00	Base	\$15.00
Softball -- Umpires,	B League --	Home	\$18.00	Base	\$13.00
		C League --	Home	\$18.00	Base \$13.00
	High School/A League --	Home	\$21.00	Base	\$15.00

Umpires officiate 3 or 4 games a day, paid per game.

Position: Special Events Coordinator

Under the supervision of the Recreation Superintendent, responsible for overall direction and organization of all scheduled summer special events for youth and adults. In addition, assists the Recreation Superintendent as assigned with activities and related duties involved with the overall recreation department operation.

Qualifications:

Must be mature, organized, enthusiastic, punctual and responsible. Have a good working knowledge of positive public relations.

Example of Duties:

Write and type news releases for recreation activities and special events.

Organize and supervise special events such as bike races, Pepsi Giveaway, local Hershey Track Meet, one-day canoe trips, etc.

Assist office staff with the overall promotion of all activities.

Work hours vary and include several evenings and weekends.

Salary: \$8.25 per hour + \$.25 per hour increase for each continuous year of service to a maximum wage of \$9.00 per hour.

RECREATION INTERNSHIP OPPORTUNITY DESCRIPTION

General Information

This internship is designed to be conducted through the summer semester. The student must register for the internship through his/her university and be approved by the student's professor. The internship will be 400 hours in length or as specified by the student's university requirements. The intern will work under the direct supervision of the Recreation Superintendent and will work with other supervisors within the Recreation Division as assigned. A \$7.50 per hour salary will be provided to the intern.

Primary Objective of the Internship

To provide the intern with a varied, hands-on recreation experience and meet the intern's educational needs as well as assist the Department in conducting its recreation program.

Internship Opportunities/Responsibilities

Attend staff orientations and assist with Youth Baseball, Softball, Tee-Ball and Tennis Programs.

Attend and help supervise selected cultural arts programs for youth and adults conducted at the Aberdeen Recreation and Cultural Center, which includes Storybook Land programming.

Assist with the preparation and implementation of the Family Fun Weekend and local Hershey Track Meet.

Assist Special Events Coordinator with all aspects of preparation and implementation of scheduled events such as Three-on-Three Basketball Tournament, Melgaard Fun Runs, Storybook Land Festival, Richmond Lake Bike Race, Aberdeen Area Senior Games, Tennis Carnivals and James River Canoe Trip, as well as other special events as planned.

Assist with the YAPA Teen Dances and activities.

Help with facility maintenance as needed for special events and other planned activities.

Help with administrative duties as needed such as program documentation, attendance records, brochure preparation, budget preparations, and other areas as assigned.

Attend and help supervise Senior Center activities and programs conducted at the Aberdeen Senior Center.

Attend Park and Recreation Board, Senior Center Board, and City commission meetings as scheduled.

Attend Recreation Division staff meetings.

Salary

\$7.50 per hour

Application Process

A City of Aberdeen employment application must be completed and returned to the Parks, Recreation and Forestry Department office located at 225 Third Avenue Southeast by Friday, March 13. Interviews will be conducted, with final selection made as soon as possible.

For further information, contact Gene Morsching, Recreation Superintendent, at the Parks, Recreation and Forestry Department at 626-7015.

Position: Aberdeen Aquatic Center Manager

Manager at the Aberdeen Aquatic Center. Under the direction and supervision of the Aquatics Supervisor.

Desirable Minimum Qualifications:

Desirable to have Lifeguard Training and a WSI rating, but not required. Be responsible and punctual; be able to supervise effectively and have a working knowledge of positive public relations. Should also be familiar with overall aquatic center operations including administration and mechanics. Must have a high level of responsibility.

Example of Duties:

Maintains order and prevents accidents; trains and supervises Aquatic Center staff (emergency and routine); Supervise the work of all cashiers and lifeguards; and enforce rules and regulations concerning the pool, bathhouse and surrounding area. opens and closes the aquatic center; schedules and keeps adequate records as required.

Rate of Pay: \$12.00 per hour with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$13.00 per hour.

Hours: 45-55 hours per week, Monday through Sunday.

Position: Senior Guard

Senior guard at the Aberdeen Aquatic Center. Under the direction and supervision of the Aquatics Supervisor and Aquatic Center Manager.

Desirable Minimum Qualifications:

Must have Lifeguard Training and a WSI rating; be responsible and punctual; be able to supervise effectively and have a working knowledge of positive public relations. Should also be familiar with overall pool operations including administration and mechanics. Have a high level of responsibility.

Example of Duties:

Maintains order and prevents accidents; assists in training and supervising lifeguards (emergency and routine); opens and closes the pool; assists in scheduling and keeps adequate records as required; coordinates swim lesson programs; maintains pool area in a clean and respectable manner; teaches swimming lessons; and performs other related work as assigned.

Rate of Pay: \$9.50 per hour plus up to an available \$0.50 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$10.50 per hour.

Hours: 45-50 hours per week, Monday through Sunday.

Positions: Lifeguard

Lifeguard at the Aberdeen Aquatic Center. Under the direction of the Aquatics Supervisor, Aquatic Center Manager and Senior Guard.

Example of Duties:

Maintains order and prevents accidents; maintains pool area in a clean and respectable manner; and teaches swimming lessons.

Desirable Minimum Qualifications:

Must have a Red Cross approved lifeguard training certification, WSI preferred. Be able to enforce rules and regulations and have good, sound judgment. Have a high level of responsibility.

Rate of Pay: \$7.50 per hour -- non-WSI Certification plus up to an available \$0.50 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$8.50 per hour.

\$8.50 per hour -- with WSI Certification plus up to an available \$0.50 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$9.50 per hour.

Hours: 40-50 hours per week, Monday through Sunday.

Position: Aberdeen Aquatic Center Cashiers

Cashier at the Aberdeen Aquatic Center. Under the direction of the Aquatics Supervisor and Manager.

Example of Duties:

Admits patrons to aquatic center; sells season passes, registers participants for swim lessons, counts daily receipts and records them according to designated category; answers telephone calls; and deposits daily revenues.

Desirable Minimum Qualifications:

To be able to work well with people and have excellent communication skills.

Have a high level of responsibility.

Rate of Pay: \$7.50 per hour plus up to an available \$0.50 per hour bonus with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$8.50 per hour.

Hours: 40-50 hours per week, Monday through Sunday.

Position: Aquatic Center Concession Worker

Definition of Class:

Under the supervision of the Aquatics Supervisor. Responsible for assisting in the operation of the concession operations at the Aberdeen Aquatic Center.

Desired Minimum Qualifications:

Be able to follow oral and written orders. Count and handle money. Possess good public relation skills. Must be at least 16 years of age. Evening, weekend and holiday work required.

Example of Duties:

Meet and greet customers, prepare food and take orders, handle money and make correct change.

Salary: \$8.00 per hour, 10-40 hours per week, with an additional \$.25 per hour for every year of service with the department with a maximum wage of \$9.25.

Position: Aquatics Maintenance Worker

Under the supervision of the Aquatics/Recreation Supervisor and Aquatics Maintenance Supervisor.

Desired Minimum Qualifications:

Possess a valid driver's license.

Be able to work well with co-workers and possess an interest in aquatics and the care of aquatic and park equipment.

Be able to follow oral and written orders.

Some weekend and evening work will be required.

Example of Duties:

Assist Aquatics Maintenance Supervisor in maintaining pool and facility equipment, vacuuming pools, facility upkeep, upkeep of landscape material including mowing, weeding and watering, general custodial duties including cleaning of locker rooms, restrooms and concession areas.

Salary: \$7.50 per hour, with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$8.50 per hour.

Position: Aquatics Maintenance Supervisor

Under the supervision of the Aquatics/Recreation Supervisor.

Desired Minimum Qualifications:

Possess a valid driver's license.

Be able to work well with co-workers and possess an interest in pools and the care of pool and park equipment.

Be able to follow oral and written orders.

Must possess good telephone and communication skills.

Must be 18 years of age.

Some weekend and evening work will be required.

Example of Duties:

Assist in all aspects of Aquatic Center maintenance operations, monitor and regulate water balance including taking water tests, adding appropriate chemicals and documenting results, and maintenance of aquatic mechanical equipment.

Keep good records and reports. Maintain pool and facility equipment, vacuum pools, clean filters, daily inspection of pool areas for hazards and safety conditions, minor repairs of pool equipment and facility equipment, upkeep of pool lawns including weeding, mowing and watering, maintain surrounding area, assist with supervision of aquatics maintenance workers.

On call evening hours and weekends for emergencies, communicates with Aquatics Supervisor on a daily basis concerning daily operation of pools, assists in pre and post-season maintenance, and performs other related work as assigned by Aquatics Supervisor.

Knowledge, Abilities and Skills:

Certified in first aid and CPR desired but not required. Prior mechanical and maintenance experience preferred. Knowledge of Parks, Recreation and Forestry Department programs in order to answer questions from the public.

Salary: \$10.00 per hour with an additional \$.25 per hour for every year of service within the Division with a maximum wage of \$11.00 per hour.

Position: Summer Program Instructors

Positions available in music, dance, visual arts, theatre, early childhood and elementary education.

Definition of Class:

Under the supervision of Cultural Program Coordinator and ARCC Supervisor.

Desired Minimum Qualifications:

Must have knowledge and experience in appropriate area.

Experience in instruction of children highly desirable.

Have a working knowledge of positive public relations. Be able to use good judgment. Must be responsible and punctual.

Must be able to work in team situations.

Teaching certification (or work toward it) desirable.

Example of Duties:

To plan and implement a creative program for children ages 4-12 years of age.

To arrange for necessary equipment and materials through the Cultural Program Coordinator.

Maintain the teaching location and the surrounding area in a clean respectable manner at all times.

Be familiar with proper procedures, proper completion of all forms and perform other duties as required.

The work week will be scheduled in the morning and afternoon, Monday through Friday, with some evening hours possible. The hours of employment shall normally be 15-30 hours per week. Length of employment will vary from 6 to 10 weeks during the summer based on activity schedule. Payment shall be in accord with adopted scales set up by the Aberdeen Park and Recreation Board.

Salary: \$9.00 per hour.

Position: Storybook Land Theatre Actors

Definition of Class:

Under supervision of the Storybook Land Theatre Director and ARCC Supervisor.

Desired Minimum Qualifications:

Must have knowledge and experience in theatre.

Experience in children's theatre and/or instruction of children is desirable.

Ability and experience in other areas of the performing, literary and visual arts, (i.e., music, dance, writing, painting, etc.) is helpful.

Have a working knowledge of positive public relations. Be able to use good judgment. Must be punctual and responsible.

Example of Duties:

To rehearse, memorize script and prepare for weekly performances.

To lead children in theatre and other related activities.

To assist in set and prop construction and in stage and rehearsal area set up and strike.

To maintain a clean and safe work area at all times.

Be familiar with proper procedures, complete all necessary forms and perform other duties as required.

Salary: \$8.25 per hour.

The hours of employment shall normally be 20-35 hours per week. Length of employment will be approximately 6 to 7 weeks during the summer. Payment shall be in accord with adopted scales set up by the Aberdeen Park and Recreation Board. This position may be combined with the Cultural Arts Instructor position for an additional 15-20 hours per week.

Position: ARCC Custodial Worker (Seasonal)

Definition of Class:

Under supervision of the ARCC Supervisor and ARCC Head Custodian.

Desired Minimum Qualifications:

Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and able to operate cleaning equipment. Must be 18 years of age.

Example of Duties:

Person will perform general custodial duties. Work with a variety of cleaning products.

Salary: \$9.00 per hour, 40 hours per week, mid May through August.

Position: Office Assistant

Definition of Class:

Under the supervision of the Office Manager. Responsible for performing general clerical/secretarial duties including typing, answering telephone, taking registrations and other related work as required.

Example of Duties:

Assist with greeting public, answer telephone calls, routine questions and refers others to appropriate personnel; compile information/data which may be of confidential nature; type letters, reports, rosters, forms, and other information according to department policies and procedures; write receipts and handle money for fees collected for program participants, provide back up for office positions, operate PC, typewriter, copier and other office equipment. Work directly with the public and tactfully handle questions, concerns or complaints properly. Follow written and oral directives appropriately.

Knowledge, Skills and Abilities:

Knowledge of acceptable clerical/secretarial/accounting procedures. Skill to operate general office equipment; knowledge to operate personal computer; ability to work independently, deal tactfully and effectively with co-workers and the general public. Must have skill to type 50 wpm. Two years experience in clerical/secretarial field required.

Salary: \$8.50 per hour

<u>Hours:</u>	April 15 - May 14	= 20 hours per week
	May 15 - July 30	= 30 hours per week
	August 1 – 31	= 20 hours per week

Position: Accounting/Office Assistant

Definition of Class:

Under the supervision of the Office Manager and Accounting Clerk; primarily responsible in assisting the Accounting Clerk with data entry, accounts receivable billings, filing and other duties as assigned. Assist in answering telephones; take registrations and payments and other duties as required.

Example of Duties:

Assist with data entry of sales revenue from various park locations, check for accuracy of the daily reports, assist with the accounts receivable billing process and filing. When needed, be available to greet the public, register them for activities and take payments through office registration software, answer routine questions and refer them to the appropriate personnel, answer the telephone and route calls. Compile information/data which may be of confidential nature; type letters, reports, forms, and other information according to

department policies and procedures. Provide back up for office staff; operate PC, typewriter, copier and other office equipment. Work directly with the public and tactfully handle questions, concerns or complaints properly. Follow written and oral directives appropriately.

Knowledge, Skills and Abilities:

Knowledge of acceptable accounting/clerical/secretarial procedures. Skill to operate general office equipment; knowledge to operate personal computer, Microsoft Word and a strong knowledge of Microsoft Excel Software. Ability to work independently, deal tactfully and effectively with co-workers and the general public. Two years experience in bookkeeping/accounting or working towards a degree in this field is required.

Salary: \$10.00 per hour

Hours: May 15 – August 29 = 40 hours per week