



Seasonal Positions – Spring/Summer Grand Forks Park District

Revised 3/12/19

Position: *Youth Baseball and Softball Coach*

Brief Description: Responsible for the teaching of the fundamentals of baseball/softball. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Explains and enforces safety rules and regulations. Keeps records and conducts events. Is also responsible for keeping the supervisors, District Office and parents informed of activities and problems.

Experience: Prior coaching and participant experience. Is attending a post secondary school with an emphasis in recreation, physical education, education or related field. Experience working with children in a recreation setting a plus.

Minimum Age Requirement: **18 years**

Starting Salary: \$12/hour

Hours of Work: Approximately 25-30 hours/week (weather permitting). No evenings or weekends. Program is from June through July.

Other: Taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

Position: *Youth Baseball and Softball Assistant Coach/Umpire*

Brief Description: Assist in teaching fundamentals of baseball/softball. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Explains and enforces safety rules and regulations. Will do umpiring of games and practices as needed.

Experience: Knowledge of game strategy, rules and regulations.

Minimum Age Requirement: **14 years**

Starting Salary: \$10/hour

Hours of Work: Approximately 10-15 hours/week (weather permitting). No evenings or weekends. Program is from June through July.

Other: Taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

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Position: *Just For Fun Leader*

Brief Description: Assist in organizing recreation programs for school age youth at neighborhood parks including but not limited to: arts & crafts, field trips, group games and special events. Helps in maintaining a safe, orderly and fun environment. Assists with swim bus participants and stays informed of any problems relating to program and participants as needed.

Experience: Individual must possess a strong desire to work with children in a recreation setting. Must have some experience working with children (i.e. babysitting, camp counselor etc.).

Minimum Age Requirement: **15 years**

Starting Salary: \$10/hour

Hours of Work: Approximately 10-25 hours/week. No evenings or weekends.
Program is from June through July.

Other: Taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

Position: *S.M.I.L.E. Leader*

Brief Description: Assist in organizing recreation activities for school age youth with disabilities who are unable to participate at a Just for Fun neighborhood park site. Activities include: arts & crafts, field trips, group games, swimming and special events. Helps in maintaining a safe, orderly and fun environment. Makes program adaptations as needed so all participants can participate. Keeps Head Leader informed of any problems relating to program and participants as needed.

Experience: Individual must have a strong desire to work with children with disabilities in a recreation setting. Preferably one who is emphasizing teaching, special education, occupational therapy, therapeutic recreation, physical education or social work or equivalent human/social service concentration in a college setting and previous experience working with individuals with disabilities.

Minimum Age Requirement: **16 years**

Starting Salary: \$10.50/hour

Hours of Work: Approximately 15-25 hours/ week. No evenings or weekends.
Program is from June through July .

Other: Taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

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Position: *Outdoor Pool Lifeguard*

Brief Description: Monitors activities in swimming areas to prevent accidents and provides assistance to swimmers. Cautions swimmers regarding unsafe areas and practices. Rescues swimmers in danger of drowning and administers first aid/CPR when needed. Maintains order in swimming and bath areas. Inspects facilities for cleanliness. Responsible for cleaning facility, pools and grounds. May assist in backwashing, chemical monitoring, and pool vacuuming. May teach swimming lessons. And will perform other duties as assigned by the manager and/or assistant manager. Keep manager/assistant manager informed of any problems.

Experience: Swimming lesson experience is preferred to teach swim lessons.

Minimum Age Requirement: **16 years**

Starting Salary: \$10/hour

Hours of Work: Approximately 25-40 hours/week (weather permitting). Some evening and weekend work required. The outdoor pools operate June through August.

Other: First Aid Certification/CPR is required. Will train CPR if not already certified. Pools are Riverside Pool and Elks Swimming Pool

Position: *Outdoor Pool Cashiers/Concession*

Brief Description: Assist in the day to day operation of the facility. Assist the manager/assistant manager in selling daily and season tickets, collect money, answering the phone. Also responsible for cleaning inside and outside facility, performing bag room duty, selling concession items, cleaning equipment, restocking, and other duties as assigned by the manager and/or assistant manager. May teach swimming lessons. Keep manager/assistant manager informed of any problems.

Experience: Good math skills, friendly disposition, and a combination of retail and food service experience preferred.

Minimum Age Requirement: **14 years**

Starting Salary: \$9/hour

Hours of Work: Approximately 20-35 hours/week (weather permitting). Some evenings and weekends work required. The outdoor pools operate June through August.

Other: First Aid Certification/CPR is required. Will train CPR if not already certified. Pools are Riverside and Elks Swimming Pool.

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Position: *Arborist Assistant*

Brief Description: Assist the Forestry Department in maintaining the beautification of trees in the Grand Forks area. Assist with the planting, removal and pruning of trees. Other duties such as raking leaves and digging with a shovel. May have to work in inclement weather. Will work in close, constant view of the general public. Driving a vehicle may occur.

Experience: No prior experience required. Must be willing to learn and work in a team environment.

Minimum Age Requirement: **18 years**

Starting Salary: \$10/hour

Hours of Work: 40 hours/week. Monday-Thursday: 7:00 am – 4:00 pm (weather permitting)
Friday: 7:00 am – 11:00 am (weather permitting)
Position is from June through August.

Other: **Valid Driver's License required.** Physical, outdoor, manual labor position.

Position: Horticulture Maintenance Worker

Brief Description: Assist in the maintenance of landscape duties such as planting flowers, pulling weeds, and watering flowers. Maintaining the beautification of parks and facilities around the Grand Forks area. May have to work in inclement weather. Will work in close, constant view of the general public. Driving a vehicle may occur.

Experience: No previous experience is required.

Minimum Age Requirement: **18 years**

Starting Salary: \$10/hour

Hours of Work: 35-40 hours/week (weather permitting). No evenings or weekends.
Position is from June through August.

Other: **Valid Driver's License required.** Physical, outdoor, manual labor position.

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Position: *Park Maintenance Helper*

Brief Description: Assist the Parks Department in park maintenance duties such as mowing, weed whipping, trash pick-up, painting, various cleaning and upkeep jobs. Maintaining the beautification of parks and facilities around the Grand Forks area. May have to work in inclement weather. Will work in close, constant view of the general public.

Experience: None.

Minimum Age Requirement: 16 years

Starting Salary: \$8.75/hour

Hours of Work: 10-20 hours/week (weather permitting). No nights or weekends.
Position is from June through August.

Other: None

Position: *Park Maintenance Worker*

Brief Description: Assist the Parks Department in lawn mowing and trimming park areas, operating small tractors, commercial mowers and vehicles, upkeep of park buildings, landscape, debris and brush removal, painting, etc. Maintaining the beautification of parks and facilities around the Grand Forks area. May have to work in inclement weather. Will work in close, constant view of the general public. Driving a vehicle may occur.

Experience: Experience in operating riding mowers and small tractors preferred.

Minimum Age Requirement: 18 years

Starting Salary: \$10/hour

Hours of Work: 35-40 hours/ week (weather permitting). Some weekend and evenings possible.
Position is from June through August.

Other: Valid Driver's License required.

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Position: *Athletic Field Maintenance Helper*

Brief Description: Assist with the maintenance of ball fields with performing mowing, raking, blowers, and other manual duties. Maintains department equipment. Helps prepare the fields which include dragging the infield, chalking the field according to specified dimensions, watering infield, and setting bases.

Experience: None.

Minimum Age Requirement: **16 years**

Starting Salary: \$10/hour - \$13/hour DOE

Hours of Work: 35-40 hours/week (weather permitting). Some nights and weekends are required.
Position is from June through August.

Other: Locations: Apollo/Kraft Complex or Ulland/Scheels Complex

Position: *Athletic Field Maintenance Worker*

Brief Description: Assist with the maintenance of ball fields with performing mowing, raking, blowers, and other manual duties. Maintains department equipment. Helps prepare the fields which include dragging the infield, chalking the field according to specified dimensions, watering infield, and setting bases. Driving a vehicle may occur.

Experience: None.

Minimum Age Requirement: **18 years**

Starting Salary: \$10/hour - \$13/hour DOE

Hours of Work: 35-40 hours/week (weather permitting). Some nights and weekends are required.
Position is from June through August.

Other: **Valid Driver's License required.**
Locations: Apollo/Kraft Complex or Ulland/Scheels Complex

Seasonal Positions – Spring/Summer Grand Forks Park District

Position: *Golf Course Maintenance Helper*

Brief Description: Assist the Golf Course staff with maintaining the beautification of the golf course. Mowing greens, operating trimmers, walking push mowers, utility cars, and other equipment properly and safely. Helping with course projects, debris removal, raking, shoveling, etc. May have to work in inclement weather. Will work in close, constant view of the general public.

Experience: Operation of turf mowing equipment is preferred.

Minimum Age Requirement: **16 years**

Starting Salary: \$10/hour

Hours of Work: 20 hours/week (weather permitting). No evenings. Some weekend work required. Golf courses are open from April through October.

Other: Able to lift 10lb water coolers. Golf courses are King's Walk Golf Course or Lincoln Golf Course.

Position: *Golf Course Maintenance Worker*

Brief Description: Assist the Golf Course staff with maintaining the beautification of the golf course. Mowing greens and fairways, operating trimmers, walking push mowers, tractors, utility cars, and other equipment properly and safely. Helping with course projects, debris removal, raking, shoveling, etc. May have to work in inclement weather. Driving a vehicle may occur. Will work in close, constant view of the general public.

Experience: Operation of turf mowing equipment is preferred.

Minimum Age Requirement: **18 years**

Starting Salary: \$11/hour

Hours of Work: 35-40 hours/week (weather permitting). No evenings. Some weekend work required. Golf courses are open from April through October.

Other: **Valid Driver's License required.** Golf courses are King's Walk Golf Course or Lincoln Golf Course.

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Position: *Golf Pro Shop Worker at King's Walk*

Brief Description: Assist the Golf Pro in answering phones, greeting customers, record tee time reservations, register players. Handle and collect cash, credit cards and transactions for green fees, rentals, and pro shop sales in the register. Maintain general order and cleanliness in the pro shop. Remain courteous with patrons at all times. Work as a team player with co-workers.

Experience: Customer service skills and organizational skills required.

Minimum Age Requirement: **18 years**

Starting Salary: \$10 - \$13/hour DOE plus golf and range privileges.

Hours of Work: 15-30 hours/week. Flexible hours. Some evening and weekend work required. Golf course is open from April through October.

Other:

Position: *Golf Pro Shop Worker at Lincoln Golf Course*

Brief Description: Assist the manager in answering phones, greeting customers, record tee time reservations, register players. Handle and collect cash, credit cards and transactions for green fees, rentals, and pro shop sales in the register. Maintain general order and cleanliness in the pro shop. Bring carts out from storage and wash and put them away after play. Remain courteous with patrons at all times. Work as a team player with co-workers. **Sell alcohol and comply with all permit laws.**

Experience: Customer service skills and organizational skills required.

Minimum Age Requirement: **21 years**

Starting Salary: \$10 - \$13/hour DOE plus golf and privileges.

Hours of Work: 15-30 hours/week. Flexible hours. Some evening and weekend work required. Golf course is open from April through October.

Other: Able to stand for long periods. **Application and employment is through Eagles Crest.**

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Position: *Golf Course Carts & Driving Range Attendant*

Brief Description: Bring carts from storage, wash and put them away after golf. Keep the range tee neat and organized. Pick and wash range balls as needed and at the end of the day. Clean all areas as needed and other duties as assigned. Remain courteous with patrons at all times and help customers with golf bags. Work as a team player with co-workers.

Experience: Hard working and enthusiastic.

Minimum Age Requirement: **16 years**

Starting Salary: \$8/hour - \$10/hour DOE plus golf and range privileges.

Hours of Work: 15-30 hours/week. Flexible hours, some evenings and weekend work required.
Golf course is open from April through October.

Other: Golf Course is located at King's Walk Golf Course. Able to lift golf bags and large range ball baskets