

Seasonal Positions – Spring/Summer Grand Forks Park District

Recreation Department

Position: *Coach – Youth Baseball and Softball*

Brief Description: Responsible for the teaching of the basic 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

Current Drivers License Required: Yes No

Other Required Certifications: none

Hours of Work: M-F 25-30 hours per week (may change)

Other: This is an eight/nine week program, taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

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

Brief Description: Assist in teaching basic 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

Current Drivers License Required: Yes No

Other Required Certifications: none

Hours of Work: M-F 10-15 hours per week (may change)

Other: This is an eight/nine week program, taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

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Recreation Department

Position: *Leader, Just For Fun Program*

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: 16 Years

Current Drivers License Required: Yes No

Other Required Certifications: First Aid Certification/CPR

Hours of Work: M-F 10-25 hours per week

Other: This is an eight/nine week program, taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

Position: *Special Needs Inclusion Assistant, S.M.I.L.E. Program*

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

Current Drivers License Required: Yes No

Other Required Certifications: First Aid Certification/CPR

Hours of Work: M-F 15-25 hours per week.

Other: This is an eight/nine week program, taking vacation during this time is strongly discouraged and will not be guaranteed. Please check with supervisor.

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Position: *Lifeguard – Aquatics Program*

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 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: Prior lifeguarding or aquatics experience strongly preferred. WSI is optional but strongly encouraged.

Minimum Age Requirement: 16 Years

Current Drivers License Required: Yes No

Other Required Certifications: Lifeguard, WSI (optional), CPR /First Aid Certifications.

Hours of Work: Varied Schedule 25-40+/hrs/week, evening & weekends included, June-August.

Position: *Cashiers, Concession – Aquatics Program*

Brief Description: Assist in the smooth day to day operation of the facility. Assist the manager/assist manager in selling daily and season tickets, registering youth for lessons, collect money, answering the phone. Also responsible for cleaning inside and outside facility, performing bag room duty, selling concession items, cleaning equipment, restocking, monitoring baby pool and slide area and other duties as assigned by the manager and/or assistant manager. 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: 15 years

Current Drivers License Required: Yes No

Other Required Certifications: First Aid Certification.

Hours of Work: Varied Schedule 20-35/hrs/week, evening & weekends included, June-August.

Other:

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Forestry Department

Position: *Arborist Assistant*

Brief Description: Physical, outdoor, manual labor position. Work on berms, right-of-ways and Park District parks. Assist full-time crews with tree planting, removal, pruning and public request calls. Perform tasks such as driving, raking, digging, shoveling, spraying and lifting. May have to work in inclement weather. Will work in close, constant view of the general public.

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

Minimum Age Requirement: 18 Years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: Up to 40 hours per week, M-F, weather permitting

Other: Must be accepted by GF Park District insurance carrier.

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Horticultural Seasonal Position

Position: *Horticulture Crew Leader*

Brief Description: In addition to all the duties of a landscape laborer, a crew leader would be responsible for the day-to-day completion of a wide variety of landscape projects. The crew leader would guide, direct and be responsible for a landscape crew of between one and five additional laborers. Some or all of these crewmembers may be disadvantaged youth working with the Park District from the ND Job Service YETP.

Experience. Previous landscape experience and/or a landscape related education is required. Previous leadership experience is preferred. Must be willing to learn and work in a team environment.

Minimum Age Requirement: 18 years of age

Current Drivers License Required: Yes No (light truck driving experience preferred).

Other Required Certifications: None. ND commercial pesticide certification or the willingness to become certified is preferred.

Hours of Work: Up to 40 hours/week, M-F, weather permitting.

Other: If you are under 18 years of age and interested in applying for the "Youth Opportunities Program"- laborer position, you must; 1.) be eligible through job service and state guidelines, 2.) apply through Job Service (ask for a "Youth Opportunities Program" application).

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Parks Department

Position: *Park Helper*

Brief Description: Assist park workers in park maintenance duties, mowing, trimming, trash pick-up, painting, etc.

Experience: None.

Minimum Age Requirement: 16 Years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: Up to 20 hours per week, M-F, mornings.

Other: Position is from June 1st through August 1st – preference will be given to those who will not need time off during this period.

Position: *Park Worker*

Brief Description: Mowing and trimming park areas, landscaping, debris & brush removal, painting, etc.

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

Minimum Age Requirement: 18 years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: 35-40 hours per week. Some weekend work required.

Other:

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Golf Courses

Position: *Golf Maintenance Worker*

Brief Description: Assist golf course staff with mowing, debris removal, raking, shoveling, etc.

Experience: Operation of turf mowing equipment (preferred).

Minimum Age Requirement: 16 years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: 35-40 hours per week. Some weekend work required.

Other:

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Golf Courses

Position: *Golf Pro Shop Worker*

Brief Description: Lincoln/King's Walk – Golf experience a must.

Experience: Customer service skills and organizational skills required.

Minimum Age Requirement: 18 Years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: 35-40 hours per week. Weekend work required.

Other: Position is from April through October – preference will be given to those who will not need time off during this period.

Position: *Golf Driving Range Attendant*

Brief Description: Lincoln/King's Walk – Golf experience a must.

Experience: Customer service skills and organizational skills required.

Minimum Age Requirement: 18 years

Current Drivers License Required: Yes No

Other Required Certifications:

Hours of Work: 35-40 hours per week. Weekend work required.

Other: Position is from April through October – preference will be given to those who will not need time off during this period.