



# City of Moorhead

## Fall/Winter Seasonal Positions (2017-18)

### PARKS AND RECREATION

#### **Adult Volleyball Official (\$20.00/match)**

Experience is helpful but not required. However, a good knowledge of the sport of Volleyball is essential. League is on Tuesday evenings. Hours are 7:00-10:00 pm. Leagues run November to February.

#### **After School Leader (\$10.00-\$11.31)**

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 May.

#### **Aquatics Instruction Coordinator (\$14.50-\$16.40)**

Responsibilities include supervising, organizing and executing seasonal swimming lessons (Red Cross). Must possess strong leadership and communication skills. Experience supervising staff preferred. WSI and 5 years of previous teaching experience required. Hours are 8:30am - 1:30pm, Saturdays. Program runs September - November.

#### **Concession Attendant (\$9.50-\$10.74)**

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

#### **Figure Skating Instructor (\$10.00-\$11.31)**

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.

#### **Figure Skating Assistant (\$9.50-\$10.74)**

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.

#### **Figure Skating Assistant Coordinator (\$10.50-\$11.87)**

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.

#### **Hjemkomst Center Event Staff (\$10.00-\$11.31)**

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. 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.



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### **Hjemkomst Center Building Attendant (\$10.50-\$11.87)**

Duties include general building cleaning, set-up and clean-up of banquet facilities, opening/closing of building, and snow removal. Hours include every other weekend (Saturday 9:00am-5:30pm, Sunday 12:00pm-5:30pm) and two "closing" shifts per week (3:00pm-5:30pm), with the possibility of additional weekday evening hours during events. Some heaving lifting required, up to 50 lbs.

### **Inclusion Leader (\$9.50-\$10.74)**

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.

### **Mini Basketball Instructor (\$10.00-\$11.31)**

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.

### **Neighborhood Recreation Center Attendant (\$10.00-\$11.31)**

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

### **Office Assistant: (\$10.00-\$11.31)**

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

### **Preschool Assistant: (\$9.50-\$10.74)**

Assist leader with enforcing safety procedures, rules and regulations and supervising various recreation activities for youth. Must have experience working with youth ages 3-4 and have strong supervisory skills. Hours are 4:00pm - 5:30pm, Tuesdays and Thursdays. Program runs from September-November.

### **Preschool Leader (\$10.00-\$11.31)**

Responsibilities include planning, implementing and supervising activities for youth. Must have experience working with youth ages 3-4. 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 3:30pm-5:30pm, Tuesdays and Thursdays. Program runs from September-November.

### **Recreation Facility Attendant (\$10.00-\$11.31)**

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.

### **Ski Attendant (\$9.50-\$10.74)**

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.



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### **Special Events Assistant (\$10.00-\$11.31)**

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.

### **Sports Center Building Attendant I (\$10.00-\$11.31)**

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.

### **Sports Center Building Attendant II (\$10.50-\$11.87)**

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.

### **Sports Center Lead Building Attendant: (\$11.50-\$13.00)**

This position has lead custodial responsibilities at the Sports Center. Applicant must have a minimum 5 years' experience working in an ice facility and good public relations skills. Position is responsible for opening and closing the facility, ice maintenance, scheduling, and directing staff in absence of a manager. Hours vary, but most will be weekday evenings and weekends, 20-25 hours per week. Season runs October to March. Valid driver's license required.

### **Sports Sampler Instructor (\$10.00-\$11.31)**

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.

### **Swim Instructor-Indoor (\$11.00-\$12.44)**

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.

### **Swim Lesson Assistant-Indoor (\$10.00-\$11.31)**

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.

### **Warming House Attendant (\$9.50-\$10.74)**

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.



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### **Youth Basketball Coordinator (\$11.50-\$13.00)**

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.

### **Youth Flag Football Coordinator (\$11.50 - \$13.00)**

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 (\$20.00/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.

### **Youth Volleyball Instructor (\$10.00-\$11.31)**

Good Volleyball knowledge and a strong desire to work with young boys and girls, teaching the basic skills, fundamentals and rules of volleyball. This position will be for 6 weeks, on Mondays from 4:00pm-7:00pm. Season runs September to October.

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## **PARK MAINTENANCE**

### **Forestry Grounds Worker (\$10.50-\$11.31)**

Responsible for assisting in tree trimming, removal and clean up. Assist in planting trees and operate tractors, trucks and other equipment. Will be expected to work in other maintenance areas as directed. Position runs until December. Must be at least 18 years old and have a valid driver's license.

### **Golf Course Grounds Worker (\$10.50-\$11.87)**

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.

### **Mower Operator (\$10.50-\$11.87)**

Operate mowers in City parks and right of ways. Hours are 6:00am to 4:30pm, Monday to Thursday. Must be at least 18 years old and have a valid driver's license.



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### **Mower Crew Leader (\$11.50-\$13.00)**

Oversee crew of 3 seasonal employees mowing City property. Will drive crew cab truck with 5th wheel trailer and operate mower. Hours are 6:00am to 4:30pm, Monday to Thursday. Must be at least 18 years old and have a valid driver's license.

### **Park Attendant (\$10.00-\$11.31)**

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. Weekend work required on a rotating basis. Starting date is approximately mid-April with part-time hours then full-time hours after school is out for summer. Must be at least 16 years old.

### **Recycling Collection Point Laborer (\$10.50-\$11.87)**

Clean up garbage in and around the recycle collection points. Cleanup yard waste debris around the yard waste containers, place spilled recycled material in the appropriate containers, trim weeds around the interior and exterior of the perimeter fence. Take pictures of illegally dumped material, collect the material and transport to the garbage transfer station for proper disposal. The job will be 10-15 hours per week. Must be at least 18 years old and have a valid driver's license.

### **Ski Trails Groomer (\$10.00-\$11.31)**

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.

### **Snow Removal/Rink Maintenance (\$10.00-\$11.31)**

Rink sweeping, snow removal on walks and parking lots, and bus stop shoveling.

### **Tree Inspector (\$10.00 - \$11.31)**

Scout for Dutch elm disease in elms along boulevards, on private property and in City Parks. Assist with tree planting, tree removal cleanup and other forestry related duties. Minnesota tree Inspector certificate, Certificate Arborist credentials, or schooling related to urban forestry would be helpful but not mandatory. Must be at least 18 years old and have a valid driver's license.

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## **STREETS**

### **Streets Maintenance Laborer (\$10.50-\$11.87)**

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 (\$14.50-\$16.40)**

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.