

Summer Parks & Recreation Jobs

**The City of Huron's Parks & Recreation Department
has the following part-time summer job openings:**

(Minimum Starting Salary: \$7.50 per hour)

*** IF PREVIOUSLY EMPLOYED YOU MUST RE-APPLY ***

- Ballfield Maintenance
- Gymnastics Instructors
- Lifeguard and/or Swim Instructors
- Park Maintenance
- Ravine Lake Park Caretaker /Ranger
- Riverside Park/Griffith Gardens
- Swimming Pool Managers
- Tennis Instructors / Assistants
- T-Ball / Coach-Pitch
- Crew Leaders

Applications Available At:

Online: www.huronsd.com, select "City of Huron" tab, then "City Employment"
Parks & Recreation Office, 1075 18th Street SW, 353-8533
City Finance Office, 239 Wisconsin Ave SW, 353-8505
South Dakota Dept of Labor – Huron Office, 380 Illinois Ave SW, 353-7155

Application Deadline: March 26, 2010

CITY OF HURON

Part-time/Summer Employment Application

Finance Office
 239 Wisconsin Ave SW
 PO Box 1369
 Huron, SD 57350
 (605) 353-8505

APPLICANT INFORMATION					
Last Name	First	M.I.	Date		
Street Address			Apartment/Unit #		
City	State	ZIP			
Phone	E-mail Address				
Date Available					
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are you under age 18?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a valid Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	License Number:		
EDUCATION					
High School		Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
REFERENCES <i>(please list three professional references)</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
<p>I hereby certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation or falsification of statements on this application or on city medical forms could result in rejection for employment, or if employed, termination from the city at any time.</p> <p>I authorize and release from liability all employers, persons, schools, law enforcement agencies and other organizations named in this application to provide information requested by the City of Huron in its processing of this application.</p> <p>I also understand that nothing in this application or in the granting of an interview is intended to create an employment contract. I have received no promise regarding employment and I understand that no such promise or guarantee is binding on the City of Huron. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Huron has a similar right.</p> <p>YOU MUST SIGN THIS APPLICATION – UNSIGNED APPLICATIONS MAY BE DISQUALIFIED.</p>	
Signature	Date

**CITY OF HURON
PERMISSION TO RESEARCH
DRIVING HISTORY, SEXUAL OFFENDER REGISTRY & CRIMINAL BACKGROUND**

I, (print name) _____, do hereby authorize a review of and full disclosure of vehicle operator license status, driving history records, sexual offender registry and criminal history records concerning myself to any duly authorized agent of the City of Huron whether the said records are public, private or confidential. This driving record review, sexual offender registry and criminal background review will be conducted by the City Police Department.

The intent of this authorization is to give my consent for full and complete disclosure of my vehicle operator license status and driving history. I understand that any information obtained during the investigation of my vehicle operator license status and driving history records, which is developed directly or indirectly, in whole or in part upon this release authorization, may be considered in determining my suitability for employ by the City of Huron.

The intent of this authorization is to give my consent for full and complete investigation of my criminal history records. I understand that any information obtained during the investigation of my criminal history records, which is developed directly or indirectly, in whole or in part upon this release authorization, may be considered in determining my suitability for employ by the City of Huron.

If this position involves working with or around minor children, then the intent of this authorization is to give my consent for investigation of any pertinent history that may be shown in the county and state sexual offender registry.

If this position requires the operation of a vehicle controlled by Commercial Drivers License (CDL) regulations, I hereby authorize full disclosure of my previous drug and alcohol testing results from past employers where I participated in a federally mandated drug and alcohol testing program controlled by the US Dept. of Transportation, Federal Highway Administration. This permission includes the right for the City of Huron Drug/Alcohol Program Manager to discuss my drug and alcohol testing history with representatives of previous employers – as permitted by federal regulations. Any information discussed related to Federal Motor Carrier Controlled Substances and Alcohol Use and Testing regulations will be held as confidential information for the use of the City Drug/Alcohol Program Manager.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information. I do hereby release said person(s) from any and all liability that may be incurred as a result of furnishing such information.

Signed: _____ Date: _____

Witness to applicant signature:

If applicant is 17 years of age or under, then a parent or legal guardian must witness the applicant's signature.

_____ Date: _____
Witness Signature

Printed name of witness / parent / legal guardian: _____

City of Huron
Certification of Applicant Physical Fitness/Capability to Work as a
Full-Time, Part-Time or Seasonal Employee

For purposes of this policy only, (a) Full-Time Employee is defined as a person employed by the city for 2080 hours or more in a calendar year, (b) Part-Time Employee is a person employed by the city on a schedule of 1040 hours or less per calendar year. and (c) Seasonal Employee is a person employed by the city for a fixed period not to exceed four (4) consecutive months which may be extended for an additional four (4) months but in no case shall exceed 1040 hours per calendar year.

In lieu of a pre-employment physical, previous full time employees applying for a full time position, applicants for a part-time position and applicants for seasonal employment are required, prior to commencing work if hired, to review the job description for the position in which the applicant seeks to work and certify that he/she

- (1) has reviewed the job description of the position for which he/she is applying, and
- (2) is physically capable of doing all of the "Essential Duties and Responsibilities" of the position and can meet the "Physical Demands" for the position as well as the other requirements of the job as identified on the job description.

Exception: The City, in its discretion, may require the applicant/employee to take an employment physical. If so required, the cost of the pre-employment physical shall be paid by the City.

All Applicants Certify:

I am applying for a *Full-Time* (____), *Part-Time* (____), or *Seasonal* (____) position.

I am (____), am not (____) a *Previous employee*.

I declare to the City of Huron that I have reviewed the job description and am (____), am not (____) physically capable of doing all of the essential duties and responsibilities, the physical demands and other requirements for the job listed below.

Job Title

Applicant signature

Date

File: "Certification of Physical Fitness to Work"

Approved: 9-8-08

City of Huron Job Description

Job Title: Part Time Seasonal Positions
Department: Parks, Recreation & Forestry
Reports To: Park Foreman/Recreation Specialist/Director
FLSA Status: Exempt

General Statement of Duties

Under the direct supervision of the Parks Foreman /Recreation Specialist and general supervision of the Director, are responsible for Park & Rec seasonal activities and may involve the following duties:

Essential Duties and Responsibilities:

Park Maintenance – will maintain City parks and park areas. Must be able to operate hand tools and small equipment as maintenance tasks require. Correct any unsafe conditions and report them to the supervisor. Conduct a variety of duties in the park areas to include: trimming, mowing, fertilizing, pruning of plants, garbage pick up, facility cleaning, special event preparation and take down. A crew leader will be hired to oversee the crew. This person is responsible to work and lead crews of 3 – 5 people as assigned for park maintenance purposes and will keep the crews on time lines. The Crew Leader will promote safety of the crew, will make sure that the crew is wearing appropriate safety gear, eye protection, hearing protection, proper shoes, etc. and that equipment and vehicles are properly maintained.

Skating Program Assistant - assist with teaching ice skating skills for Beginner to Free-Style. Classes held at the Community Activity Center / Bergman Arena during scheduled class periods. Must follow class instruction duties provided by the Ice Skating Instructor.

Ballfield Maintenance – maintain softball and baseball fields to include operation of groomer/painter, daily care of home plate area, collection of all trash, janitorial care of bathrooms and shop area. Maintain level playing surface on infield and outfield areas which includes over seeding or sod installation. Operate edgers, trimmers and mowers. Other duties include: weeding, painting and equipment checks to include bleachers and fencing maintenance.

Coach Pitch & T-Ball - understand and explain rules to players. Demonstrate and teach the fundamental methods of play and good sportsmanship. Communicate with the players and their parents on problems, game or practice changes and other areas of communication as assigned by the program coordinator. Organize and supervise all players during games and practices. Properly maintain all equipment and return it to the department at the end of the season. Must have a thorough knowledge of the 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 communicate and relate to and work with children. Will promote T-Ball in the community. Work hours will be for games and practices held in the afternoons. Program held Monday, Tuesday, and Thursday. Coach may be assigned two or three teams. Coaches spend 1 hour per day with a team.

Gymnastics - Must have a broad knowledge of techniques and skills. Must be able to perform skills, do continuous lifting, good communication skills and good rapport with children ages 4-18. Hours are from 10:00 am to 5:00 pm, Monday – Tuesday – Thursday.

Swimming Pool Managers – are responsible for orientation and training of all lifeguards, to promote a safe, healthy swimming environment for patrons. Managers will inform the Parks and Recreation

Department on closings due to weather. Managers must have knowledge of ongoing mechanical operations at the pool and collect water samples at the pool and Ravine Lake to send to the State Health Department for analysis. Managers need to provide an action plan for emergency shut down of the pool and inform the Parks and Recreation Director of action to be taken when feasible. Managers will provide recommendations on the maintenance and improvements to the pool from season to season. Managers must provide accurate record of daily fees at the pool and submit funds to the finance office. Managers must complete accident report forms for any incident involving staff or the public. Managers will address complaints and bring other items to the Park and Recreation staff for proper attention.

Lifeguard - prevent accidents and provide a safe and enjoyable swimming environment by implementing rules of the facility, be a good role model and mentor to young swimmers. Maintain pool areas in a clean and respectable manner. Report to the Swimming Pool Managers. Hours vary - there are morning shifts, afternoon shifts and evening shifts-rotating hours scheduled. Position requires Lifeguard Training and Water – Safety Instructor certification.

Swim Instructor and Supervisor - teach swimming lessons from preschool-Level VI. All staff will work at the Municipal Pool. Position requires Lifeguard Training and Water – Safety Instructor certification.

Swim Instructor Supervisor - Schedule all classes and instructors, complete all Red Cross paperwork immediately after each session and make sure Park & Rec. Dept. receives a copy ASAP. Call off swim lesson no later than 8:30 am. Complete instructor evaluations. More experienced workers (those who can lifeguard AND teach) are given preference when positions open up. Lifeguard Training certificate required with current CPR-PR. Swim Instructors must also have current Water Safety Instructor certificate with current First Aid/CPR. Preference in hiring will be given to applicants with BOTH LGT and WSI. Lifting is required and must be able to lift 50 lbs.

Ravine Lake /Griffith Gardens - Park Caretaker & Park Ranger - Responsible for skilled maintenance and upkeep of Ravine Lake Park and Concession area and Griffith Gardens. Must possess a valid driver's license. Be able to work well with co-workers and possess an interest in parks and the care of park equipment. Some weekend work may be required. Knowledge of horticulture is a plus with a general knowledge of plant diseases and care. Training with the Police Department is required for the Park Ranger duties. Duties will include: mowing and trimming of park area, assisting park workers in the construction of park facilities, assisting in the general upkeep of park area, painting of Park structures and daily care of park to accommodate special events. Assist in enforcement of park rules or city ordinances.

Summer Recreation Assistant – Will organize T-Ball Program, Girls Basketball Camps, write and type news releases for recreation activities and special events. Organize and supervise special events. Assist office staff. Assist with maintenance of baseball and softball fields. Work hours vary and include several evenings and week ends.

Tennis Assistant – Must have a broad knowledge of techniques, skill and rules of the game. Must have good rapport with children, ages 7-17. Hours are from 8:00 am to 12:00 pm, Monday – Friday.

Tennis Instructors – Must prepare for lessons as required by the Recreation Specialist. Supervise and instruct registered participants in the fundamentals of tennis. Encourage and promote tennis and the tennis program. Maintain attendance records, prepare accident reports and administer first aid if and when necessary. Attend preseason training program and staff meetings scheduled throughout the summer. Organize and supervise Youth City Tennis Tournaments. Schedules may vary with

participation numbers. Youth lessons are held on Monday through Fridays in the mornings. Instructors may be required to work some weekends. Classes are broken into age and skill levels.

Minimum Qualifications

To perform these duties successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

1. High School student, High School Diploma or GED preferred.
2. Experience with Park & Recreation seasonal activities, preferred.
3. Ability to work with necessary equipment to complete the tasks successfully.

LANGUAGE SKILLS

1. Ability to read and comprehend simple instructions, short correspondence, and memos.
2. Ability to effectively present Park & Recreation information to public.

MATHEMATICAL SKILLS

1. Ability to use basic math skills.

REASONING ABILITY

2. Ability to apply common sense understanding to carry out detailed written or verbal instructions.
3. Ability to deal with problems.

CERTIFICATES, LICENSES, EXAMINATIONS

1. Successful competitor in written tests and/or oral interviews.
2. Other such examination as deemed necessary by the City.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to walk.
2. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and to communicate.
3. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

2. The employee is frequently exposed to moving mechanical parts and toxic or caustic chemicals.
3. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; extreme cold; and vibration.
4. The noise level in the work environment is usually loud.

Date Approved

Department Head

Commissioner in Charge

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

All Applicants Certify:

I declare to the City of Huron that I have reviewed this job description and am (___), am not (___) physically capable of doing all of the essential duties and responsibilities, the physical demands and other requirements for the job listed below.

Applicant is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description and the duties assigned to this particular Park and Recreation position.

Job Title

Applicant Signature

Date