

City of Huron Job Description

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

PRIMARY OBJECTIVE OF POSITION: Under direct supervision, is responsible for seasonal activities, performing manual and semi skilled tasks; operation and maintenance of equipment as assigned relating to the Park & Rec department. Work varies little requiring individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Work is frequently performed in undesirable physical conditions of pollution, heat, cold, dampness, and a moderate to high noise level; duties involve physical work requiring lifting, frequently involving weights of up to 50#'s (greater with assistance), sitting, crawling, bending, stooping, crouching, kneeling, and climbing; must possess a valid South Dakota drivers license. May be exposed to moving mechanical parts, fumes, airborne particles, toxic or caustic chemicals and outside weather conditions.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

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 pickup, facility cleaning, special event preparation and take down.

- **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.
- **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.
- **Construction Maintenance** – works with other crew members to maintain and construct Parks & Recreation facilities. Reports back to crew leader and will be required to wear appropriate safety gear, eye protection, hearing protection, proper shoes, etc. Properly maintain equipment and vehicles and required to correct any unsafe conditions and report the issue to the supervisor. Construction experience is preferred with concrete work or carpentry knowledge a plus. Duties may include painting of structures and experience is needed to operate power tools.

- **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.
- **Campground Attendant** – work 3 hours each day at Memorial campgrounds. Take money and receipt it in to the Finance Office, maintenance of camp sites, grounds and facilities.
- **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 – Wednesday.
- **Aquatic Operations Supervisors** – are responsible for orientation and training of all lifeguards, to promote a safe, healthy swimming environment for patrons. Supervisors will inform the Central Park Manager on closings due to weather. Supervisors must have knowledge of ongoing mechanical operations at the aquatic center and collect water samples to send to the State Health Department for analysis. Supervisors need to provide an action plan for emergency shutdown of the aquatic center and inform the Central Park Manager of action to be taken when feasible. Supervisors will provide recommendations on the maintenance and improvements from season to season. Supervisors must provide accurate record of daily fees and submit funds to the finance office. Supervisors must complete accident report forms for any incident involving staff or the public. Supervisors will address complaints and bring other items to the Park and Recreation staff for proper attention. Position requires Lifeguard Training and Water – Safety Instructor certification. Supervisors will be responsible for grounds maintenance daily. Works with Central Park Manager to create monthly schedules for lifeguards.
- **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 swimmers. Maintain pool areas in a clean and respectable manner. Report to the Aquatic Operations Supervisors. Hours vary - there are morning shifts, afternoon shifts and evening shifts-rotating hours scheduled. Requires Lifeguard Training. Water – Safety Instructor certification, preferred. Lifeguards must be 16 years of age, be able to stand for long periods of time, climb stairs up to 3 stories high, physical exertion to perform rescues, contribute to park clean up. Lifeguards will cross train in concessions, front desk, building & grounds maintenance and run POS software when required. Lifeguards may be 15 year old but can't work at the top of elevated water slides.
- **Head lifeguards** – training to be an Aquatics Operations Supervisor. Responsible for guards during certain situations. Responsible for day-to-day operations when Aquatics Supervisor is absent.

- **Swim Instructor and Supervisor** - teach swimming lessons from preschool-Level VI. Position requires Lifeguard Training and Water – Safety Instructor certification with current First Aid/CPR-PR.
- **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. 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. Preference in hiring will be given to applicants with BOTH LGT and WSI. Lifting is required and must be able to lift 50 lbs.
- **Central Park Attendants** – responsibilities include front desk, concessions and building & grounds maintenance. Must be able to count money and run POS software. Cleaning and other duties as assigned.
- **Concessions/Front Desk Manager** –supervise the Central Park Attendants. Disperses money daily and starts POS system. Oversee operations in the concession and front desk. Creates the front desk/concessions schedule monthly. Responsible for letting the Central Park Manager know weekly ordering needs for products and materials. Must close out shift nightly and run required reports. Also balances and submits funds to the Finance Office on a daily basis.
- **Concessions Lead** – Same duties as attendants with added supervisory responsibilities. This position will assist Concessions Manager and/or Central Park Manager in duties related to opening, closing and supervising staff. Will act as Manager in absence of Concessions Manager and will serve as a first line supervisor over concessions/front desk attendants.
- **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. Water testing for the Lake will be required once a week.
- **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 through 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.

- **Day Camp Director** - Responsible for: planning, leading, and implementing core and non-core programs and experiences for children in a small group setting; general safety, development, growth, and skill achievement of the participants in the group. The Director will provide high quality outdoor educational and recreational experiences for participants. Supervise and monitor youth ages 6-10 and staff. May through mid-August. Monday through Friday from 7:30 a.m. to 5:30 p.m. each day.
- **Day Camp Assistant** - Responsible for assisting the Director in: planning, leading, and implementing core and non-core programs and experiences for children in a small group setting; general safety, development, growth, and skill achievement of the participants in the group. The Assistant Director will provide high quality outdoor educational and recreational experiences for participants. Supervise and monitor youth ages 6-10. May through mid-August. Monday through Friday from 7:30 a.m. to 5:30 p.m. each day.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Only Aquatic Operations Supervisors and Concessions/Front Desk Managers have responsibility for work of others.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENT: Graduation from High School or GED Certificate. High School Student may be acceptable in some positions. Experience with Park & Recreation seasonal activities, preferred. Ability to work with necessary equipment to complete the tasks successfully.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Follows all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to effectively present Park & Recreation information to public.