



**VILLAGE OF HOWARD
Leisure Services Department**

2019 SEASONAL JOB INFORMATION

Please read the following information before filling out the application at the end of the packet.

GENERAL INFORMATION

Applications must be turned in or mailed to the Village Hall at 2456 Glendale Avenue, Green Bay, WI 54313.

Your application is an important first step in applying for a job. Since it creates a “first impression,” we suggest it be neat, clearly written (typed or printed), and complete.

Basic requirements for any of the positions described include: High degree of cooperation, responsibility, enthusiasm, initiative, leadership, tact, courtesy, and a neat and clean appearance. You are representing the Village when dealing with the public.

DO NOT APPLY for any position unless you have at least met the minimum qualifications.

Final selections for jobs will be determined by your qualifications.

VACATIONS: It is necessary to be fully staffed during the summer in order to carry on a successful department. With this in mind, all summer employees are entitled to a set number of days off for the summer – provided suitable substitutes are available. Any requests will be approved at the discretion of the Director of Leisure Services

Background Checks are required to be performed on all staff hired.

**PLEASE KEEP THE INFORMATIONAL SHEETS, TURN IN APPLICATION ONLY.
DEADLINE: APRIL 12**

VILLAGE MAILING ADDRESS:

Leisure Services Dept.
2456 Glendale Avenue
Green Bay, WI 54313
(920) 434-4640

PLAYGROUND LEADER

Responsible for the supervision, leadership, instruction and planning of all playground activities for ages 3-12 at the playground site under the direction of the Recreation Intern and/or Recreation Supervisor. Must be knowledgeable in arts-n-crafts, leading games, First Aid and record-keeping. Attendance and participation in all staff meetings and special events is required. Supervision on field trips may be required as well. Additional duties as requested.

Minimum Qualifications

Mature, responsible, creative individual with ability to work with children and lead large groups effectively. Current First Aid & CPR Certifications are desired.

Additional Qualifications

Previous experience working with children. Post-secondary course work in elementary education, child development and/or recreation leadership skills.

Job Conditions

Average 25 hours per week, but some may be 30 hours; morning, afternoon and possibly some evenings. Approximately 10 weeks, 9:00 am – 4:00 pm plus Thursday morning staff meetings. Starting wage is \$10.50 per hour.

FITNESS INSTRUCTOR

Responsible for leading adult group exercise. Demonstrate and teach safe exercise techniques. Plan routines and movements adapting to participants' skill and fitness levels. Maintains a safe and enjoyable class atmosphere for participants. Plans class activities and routines to provide a positive participant experience.

Minimum Qualifications

Mature adult, 18 years of age or older. Must have complete knowledge of fitness techniques. Ability to teach a scheduled class beginning and ending on time including appropriate warm up and cool down. Certification in class material.

Additional Certifications

First Aid & CPR certification. Previous experience teaching group fitness preferred.

Job Conditions

1 or 2 evening classes per week. Wage: \$23/hr.



Employment Application

Leisure Services Department

Application Date: ____ / ____ / ____

Position(s) Applying For:

1. _____
2. _____
3. _____

To apply for a position within the Leisure Services Department, please complete the following application; please print clearly or type, except for signatures. Completed applications can be mailed or dropped off at the Village Hall. Incomplete applications will not be considered.

Personal Information

Last Name	First Name	Middle Initial	Primary Phone Number
Permanent Address		City	State Zip
Temporary Address (during school year, etc.)		City	State Zip
Email Address			
Best Way to Contact You: (List information if not listed above.)			
Dates Available for Work	How many hours per week do you prefer?	How did you hear about working for us?	

Are you at least 18 years of age? [] Yes [] No
 Are you at least 16 years of age? [] Yes [] No
 Are you legally eligible to work in the United States? [] Yes [] No
 Have you ever been employed by the Village of Howard? [] Yes [] No
 If yes, when and in what position(s)? _____
 Have you ever been convicted of a felony*? [] Yes [] No
 If yes, please explain. _____

*Note: You are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions. The existence of a criminal record does not automatically disqualify you from the job for which you are applying.

Training & Experience

Place a **3** in front of activities you can teach and/or officiate. Place a **2** in front of activities in which you have organized or supervised. Place a **1** in front of activities in which you have participated.

____ Arts (type: _____) ____ Baseball ____ Basketball	____ Crafts ____ Dance ____ Disc Golf ____ Drama ____ Fitness (type: _____) ____ Flag Football ____ Golf ____ Gymnastics ____ Hockey ____ Ice Skating ____ Kickball	____ Leagues/Tournaments ____ Low Organized Games ____ Outdoor Activities type: _____ ____ Playground Program/Day Camp ____ Softball ____ Special Events ____ Tae Kwon Do ____ T-Ball ____ Tennis ____ Other _____
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Education & Training

	Name & Location	Dates Attended	Field of Study	Type of Degree or Certification Received
High School/GED				
College/University				
Graduate School				
Trade, Business or Correspondence				
Other Relevant Training				

Employment History

Employer	Phone Number	Dates Employed		Duties
Street Address		From	To	
City/State/Zip Code		Hourly Rate/Salary		
Immediate Supervisor/Title		From	To	
May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

Employer	Phone Number	Dates Employed		Duties
Street Address		From	To	
City/State/Zip Code		Hourly Rate/Salary		
Immediate Supervisor/Title		From	To	
May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

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Immediate Supervisor/Title		From	To	
May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

Personal References

Name	Phone Number	Relationship	Length of Relationship

I Certify that all statements on my application materials are true to the best of my knowledge. I understand that misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand and agree that if employed, the employment will be "at will". That is, either I or the Village may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the Village does not imply employment and that this application and/or any other Village documents are not contracts of employment.

Applications will be kept active through the current employment season. Seasons are identified as Summer/Fall and Winter/Spring.

Applicant Signature

Date

**Village of Howard
Leisure Services Department
2456 Glendale Avenue
Green Bay, WI 54313**

(920) 434-4640 • Fax (920) 434-4643 • VillageOfHoward.com

