



**VILLAGE OF HOWARD  
Leisure Services Department**

**2020 PART TIME/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: November 2**

VILLAGE MAILING ADDRESS:

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

## **YOUTH ENRICHMENT INSTRUCTOR**

Responsible for planning and teaching classes for children 2 – 5 yr old. Classes should focus on enriching movement, social and emotional skills in children.

### Minimum Qualifications

Must be 18 years old. Mature, responsible, with ability to work with children and strong leadership. Current First Aid & CPR Certifications are desired.

### Additional Qualifications

Previous experience working with children. Ability to work independently.

### Job Conditions

Average 1 -2 hours per week. Starting wage is \$20.00 per hour.

## **YOGA INSTRUCTOR**

Responsible for instructing adults of all ages and abilities with a safe, fun, well planned program of exercise and fitness. Responsible for planning class movements and opening and closing building.

### Minimum Qualifications

Must be 18 years of age or older. Must be able to lead a group and work with them on proper technique for poses and positioning. Ability to work with people of all ages and abilities and offer modifications when necessary. Must have yoga teaching certificate.

### Additional Qualifications

Prior experience instructing fitness classes is desirable.  
Current CPR and First Aid Certifications are a plus.

### Job Conditions

Average 1 - 2 hours per week. Starting wage is \$24.00 per hour.

## **ICE RINK SUPERVISOR**

Responsible for opening and closing the (seasonal) rink, recording attendance, concession sales, and enforcing ice rink rules. Additional duties as requested.

### Minimum Qualifications

Must be 16 years old. Mature, responsible, with ability to work with children and maintain order and discipline effectively. Current First Aid & CPR Certifications are desired.

### Additional Qualifications

Previous experience working with children. Ability to work independently.

### Job Conditions

Hours consist of: Weekdays 4 – 9 pm, Weekends 12 – 4 pm and 4 – 9 pm. Ice Rink staff hours dependent upon suitable ice rink/weather conditions. Ice Rink staff work alone at the ice rink. Starting wage is \$10.00 per hour.



# 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	<b>Dates Employed</b>		Duties
Street Address		From	To	
City/State/Zip Code		<b>Hourly Rate/Salary</b>		
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	<b>Dates Employed</b>		Duties
Street Address		From	To	
City/State/Zip Code		<b>Hourly Rate/Salary</b>		
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	<b>Dates Employed</b>		Duties
Street Address		From	To	
City/State/Zip Code		<b>Hourly Rate/Salary</b>		
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.*

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Applicant Signature

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Date

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

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

