



**VILLAGE OF HOWARD
Leisure Services Department**

2019/2020 PART-TIME/SEASONAL JOB INFORMATION

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

GENERAL INFORMATION

- 1.) Applications must be turned in or mailed to the Village Hall at 2456 Glendale Avenue, Green Bay, WI 54313.
- 2.) 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.
- 3.) 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.
- 4.) DO NOT APPLY for any position unless you have at least met the minimum qualifications.
- 5.) Final selections for jobs will be determined by your qualifications.
- 6.) Background Checks are required to be performed on all staff hired.

PLEASE KEEP THE INFORMATIONAL SHEETS, TURN IN APPLICATION ONLY.

VILLAGE MAILING ADDRESS:

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

ICE RINK SUPERVISOR

Responsible for opening and closing the 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.

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.

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. Employment ranges June – August.

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.