



Parks & Recreation Part-Time Job Openings

Party Host/Daycare/Concessions Worker - All positions are for the Korte Recreation Center and responsibilities include set-up and service of parties; child care and safety of children; and provides customer service duties within the concession stands. Must have strong communication skills, ability to lift and/or carry up to 50 lbs two to three times within a scheduled shift as well as stand for long periods of time. In regards to daycare, attendants must have at least one year related work experience with children. Candidates must be at least 16 years of age.

Front Desk Attendant – Responsible for clerical and customer service functions related to recreation services at the Korte Recreation Center. Duties will include counter/telephone customer service, handling of public inquiries and concerns and issuance of gym equipment for use in the gymnasium; perform practical math skills, accept payments, and concession stand duties. Must have strong interpersonal and communication skills. Candidates must be at least 16 years of age.

Playground Leaders - Responsible for planning and supervising a four (4) week summer playground group of approximately 15-25 participants. Plans daily program activities; develops learning and developmental skills activities and implements for program use; prepares activity sites and equipment for the days program activities; instructs participants in each program activity and guides child's development progress. Provides positive reinforcement or opportunities for individual success; ensures the safety of the children through the duration of the activity day; and promotes cooperation among children.

Qualified candidates must possess a high school diploma or equivalent, as well as 6 months related work experience. Candidates must also have basic knowledge of child development and skill acquisition, ability to apply positive learning and instructional techniques to achieve program objectives as well as physical ability to lead and participate in play activities. Excellent interpersonal skills are also required.

Playground Supervisor – Coordinates summer playground program. Responsibilities include plans daily program activities; prepares activity sites and equipment; instructs participants in program activities; ensures safety of the children as well as promotes cooperation among children.

Qualified candidates must possess a high school diploma or equivalent, as well as 6 months related work experience including supervisory responsibilities. Candidates must also have basic knowledge of child development and skill acquisition, ability to apply positive learning and instructional techniques to achieve program objectives as well as physical ability to lead and participate in play activities. Excellent interpersonal skills are also required.

Swim Lesson Coordinator – Responsible for the planning, coordinating, teaching and supervising learn-to-swim and water safety courses. Qualified candidates must possess a high school diploma or equivalent and a minimum of two years related work experience. American Red Cross Water Safety Instructor certification is required. First Aid, CPR, and Lifeguard certifications are preferred.

Co-Pool Manager – Manages the daily operations of the municipal swimming pool including supervising and training pool staff, maintaining the facility and equipment. Qualified candidates must possess a high school diploma or equivalent and a minimum of two years related work experience. American Red Cross First Aid, CPR, and Lifeguard certifications are required.

Pool Maintenance – Maintains and cleans the facility, equipment, etc. Assists in maintaining pool water chemistry, performs various maintenance duties including cleaning bathrooms, backwashing filters, vacuuming pool bottom, etc. Qualified candidates must possess a high school diploma or equivalent and a minimum of two years related work experience. American Red Cross First Aid, CPR, and Lifeguard certifications are required.

Park Maintenance – Performs custodial and landscaping duties for City parks and recreational areas. Performs minimal repairs to playground equipment, performs various landscaping duties including grass mowing and weed eating, maintains restrooms and cleans on a daily basis, empties trash barrels, etc. Qualified candidates must possess a high school diploma or equivalent and have at least six months related work experience.

Custodian – Responsible for maintenance and cleaning of the City's Weinheimer Community Center. Duties include cleaning floors, bleachers, offices, and outside grounds; collecting and disposing of trash; setting up and removing equipment for recreational programs and community events/meetings. Qualified candidates must possess a high school diploma or equivalent and have at least six months related work experience.

Track & Field Instructor

Applications are available at City Hall, 1115 Broadway, Highland, IL 62249 or the Korte Recreation Center, #1 Nagel Drive, Highland, IL. 62249. All applications should be returned no later than Wednesday, March 31, 2010 to: City of Highland, Attn: Director of Human Resources, 1115 Broadway, P.O. Box 218, Highland, IL. 62249

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