

PART-TIME JOB OPENINGS

New Brighton Parks and Recreation is now accepting applications for spring/summer employment.

Applicants should be at least 16 years of age, unless otherwise noted. The City of New Brighton does not discriminate on the basis of race, color, national origin, sex, religion, age or handicap status in employment of provision services. Past employment does not guarantee a position with the New Brighton Parks and Recreation Department for the coming season.

Applications must be filled out completely and returned to the Parks and Recreation Department

Application form can be downloaded at: www.newbrightonmn.gov/jobs



SUMMER YOUTH PROGRAMS

Ed-Ventures Day Care Coordinator (1 position)

\$18.62-\$20.69/hr. 40 hours/week - Application Deadline: April 1

Season: June 1 - August 30 General Hours: 8:00 am-4:30 pm, pre-season hours for planning may also be included. Position involves: Supervising Summer Day Care staff and participants. Planning, purchasing supplies, coordinating activities and supervising day trips. Organizing and writing lesson plans for recreation games, arts & craft activities, sports and other programs as assigned for youth ages 5-12 at Freedom Park in New Brighton. Minimum 2 years of college or experience in early childhood, recreation or related field.

Ed-Ventures Summer Day Care Leaders (5 positions)

\$13.20-\$14.67/hr. 35-40 hours/week - Application Deadline: April 1

Season: June 3 - August 30. General Hours: 6:15 am-1:15 pm or 11:00 am-6:00 pm

Position involves planning, coordinating, supervising Summer Day Care participants. Staff will be responsible for planning and conducting recreation games, arts, sports, field trips and other activities as assigned for youth ages 5-11 at Freedom Park in New Brighton. Experience working with children's programs preferred. College experience preferred but not required.

Youth Playground Leader (1 position)

\$15.53-\$17.26/hr. Approx. 26 hours/week - Application Deadline: April 1

Season: June 8-August 14. General hours: 9:00 am-4:00 pm Monday -Thursday

Position includes supervising youth participant's ages 6-12 years. Playground Leaders will work as a team to plan and implement age appropriate weekly themes, arts and crafts, games and activities for children ages 6 to 12. Scheduled hours will be at various park locations. The Playground Leader will work with the Playground Assistants to ensure a safe environment for participants at all times. Minimum 18 years of age. Essential functions include: Provide leadership at each scheduled site, provide daily directions to Playground Assistants and act as the lead communicating with parents and supervisors concerning the program and participants. Requirements include good leadership and communication skills, experience working with children in structured programs and ability to travel independently to program locations as needed.

Youth Playground Assistants (3 positions)

\$11.67-\$12.97/hr. Approx. 12-24 hours/week - Application Deadline: April 1

Season: June 8-August 14. General hours: 9:00 am-4:00 pm Monday -Thursday.

Playground Assistants will work as a team to plan and implement age appropriate weekly arts and crafts, games and activities for children ages 6 to 12. Work scheduled hours will be at various park locations. Playground Assistants will assist in creating themed events to engage participants. Staff will ensure a safe environment for participants at all times. Minimum 16 years of age. Essential functions include good leadership and communication skills, experience working with children in structured programs and the ability to independently get to program locations as needed.



SPORTS

Youth Sports Instructor

\$15.53-\$17.26 /hr. 20 hours/week- Application Deadline: April 1

Plans, implements, and instructs youth sports lessons. Knowledge of multiple sports including but not limited to soccer, basketball, fishing, and t-ball required. Summer hours are Sundays-Thursdays, mornings and evenings. School year hours also available.

Youth Sports Official

\$15.53-24.13/hr. 12 hours/week- Application Deadline: April 1

Officiates and instructs youth soccer and/or flag football leagues. Extended knowledge of game rules required. Summer hours are Monday-Thursday evenings, fall hours are Saturday mornings.

Umpires for Adult Softball (1-3 positions)

\$27.42/game 2-6 games/week - Application Deadline: April 1

Summer season: End of April-mid-August. Fall Season: mid-August-September. Must attend USSSA Umpire Meeting. Previous officiating experience preferred or experience playing high school baseball, college baseball or college softball. Umpires needed for men's and co-recreational leagues. Games are Mondays-Fridays 6-10 pm.

Tennis Instructor (1-2 positions)

\$17.08-\$18.98/hr. 4-15 hours/week - Application Deadline: April 1

Season: Late May- Mid August, weekday mornings and/or evenings. Responsible to teach youth and teen tennis lessons including beginners, advanced beginners, intermediates. Class covers: basic grips, strokes, serves, drills, games, rules, strategy and double's play. Previous teaching experience preferred but not required.

Gymnastics Coordinator: (1 position)

\$18.62-\$20.69/hr. Approx. 3-4 hours/week

General Hours: Saturday mornings 8:30 am-12:30pm. Duties include supervising and scheduling 3-5 gymnastic staff, teaching skills to children ages 4-14 years, communicating with supervisor/parents and developing gymnastic lesson plans. Position is responsible for the overall safety of children and staff, training staff on proper spotting and demonstrating skills for mats, bars, balance beam and vault. Experience in high school or college gymnastics required. Teaching and staff management experience preferred but not required.

Gymnastics Instructor: (1-2 positions)

\$17.08-\$18.98/hr. Approx. 3-4 hours/week

General Hours: Saturday mornings 8:30 am-12:30pm. Duties include teaching gymnastics skills to children ages 4-14 years. Responsibilities include supervising children, spotting and demonstrating beginning skills and teaching intermediate skills. Equipment used includes mats, bars, balance beam and vault. Experience in high school or college gymnastics preferred. Teaching experience preferred but not required.



BRIGHTWOOD HILLS GOLF COURSE

Golf Course Maintenance (1 position) Must be 18 years or older

\$10.86-\$12.97/hr. 20-35 hours/week (must be able to work weekends) Application Deadline: March 22

Season: April - October. 4-8 hours per day. Duties include: all aspects of golf course maintenance such as mowing greens, fairways and roughs, changing cups, watering, painting, grounds clean up and other duties as assigned. Must be able to lift 50 lbs. Understanding the game of golf is a plus.

Golf Course Beverage Cart/Player Assistant (1 position) Must be 18 years or older

\$10.86-\$12.97/hr. 15-20 hours/week (must be able to work evening and weekends) Application Deadline: March 22

Season: May - mid-September. This position requires a customer service oriented person that can work well with people. Duties include: selling beverages and snacks to golfers, pairing up golfers, patrolling golf course to control play, light maintenance such as fixing ball marks on greens or picking range balls and other duties as assigned.

Golf Course Clubhouse Attendant (1 position) Must be 18 years or older

\$10.86-\$12.97/hr. 15-40 hours/week (must be able to work evening and weekends) Application Deadline: March 22

Season: April - mid-October. This position requires excellent customer service skills and computer knowledge. Duties include: customer checkout and registrations, answering phones, scheduling tee times, cleaning clubhouse, general supervision and other duties as assigned. Must be self-motivated, willing to do a large variety of tasks and ability to stand for long periods at a time.



COMMUNITY CENTER

Building Assistant

\$10.86-\$12.07/hr. 10-15 hours/week

Hours include evening, weekend and holiday hours. Duties include: Supervising visitors to the Community Center, specifically the Eagles Nest Indoor Playground, gymnasium and Fitness Center in a manner that ensures safe, fun experiences for children and adults.

Guest Service Receptionist

\$13.20-14.67/hr. 5-20 hours/week

Duties include answering phones, registering customers for classes, signing up fitness members, selling daily admission passes, general cleaning, opening and closing the guest service desk. High school education or GED, a minimum of one year experience as a cashier, and previous work experience with data entry, Microsoft Office and Outlook required. Hours vary according to need, including weekends and some holidays.

Personal Trainer (1 position)

\$25.65-\$36.72/hr. 5-20 hours/week

Qualified applicants show strength, stamina and agility to perform demonstrations and assist others with proper form and use of the fitness equipment. Lead group training and group fitness classes. Base hours for membership clientele are Mon-Fri 6:00 am-10:00 pm, Saturday 8:00 am-10:00 pm, Sunday 8:00 am-6:00 pm. Certification in fitness programming and experience planning, presenting and evaluating group fitness or personal training services. Specialty or Nationally recognized group fitness or personal training certification and current First Aid / CPR certification, or acceptable alternatives to the above qualifications.

Fitness Instructor (1-3 positions)

\$21.72-\$38.31/hr. 1-10 hours/week

Qualified applications will plan and lead fun, safe and supportive group fitness classes to members of all ages and abilities. Demonstrate great customer service and communication skills. Maintain a working knowledge of current fitness industry practices to provide effective information and training to members. Specialty or Nationally recognized group fitness certification and current First Aid / CPR certification, or acceptable alternatives to the above qualifications.



PARK MAINTENANCE

Rover (2-3 positions) Must be 18 years or older.

\$11.67-\$12.97/hr. 10-20 hours/week/including weekends - Application Deadline: March 25

Season: May - September. Duties include opening and closing Neighborhood Centers, setting up for group reservations, light cleaning of the buildings and parks and other duties as assigned. Must be self-motivated, able to work well with people and able to lift 50 lbs.

Parks/Public Works Maintenance (3-4 positions) Must be 18 years or older.

\$11.67-17.26/hr. 20-40 hours/week/including weekends- Application Deadline: March 25

Season: May-September.

Parks duties: Including but not limited to grass cutting, weed control, landscaping, general grounds maintenance, trash pickup and other duties as assigned.

Public works duties: Including but not limited to maintenance of streets, curb/gutter, sidewalks, city parking lots, sewer and water projects and any other infrastructure for which the city is responsible. Other duties as assigned.



AQUATICS

Water Safety Instructor

\$13.20-\$14.67/hr. 3-24 hours/week

Water Safety Instructors teach students swimming and water safety skills while providing a safe environment for participants. American Red Cross Water Safety Instructor Certification or equivalent in experience required. Paid certification is available for those willing to commit to two seasons of teaching. Summer hours are Mondays-Thursdays, mornings and evenings. School year hours are also available.

Lead Water Safety Instructor

\$17.08-19.98/hr. 3-24 hours/week

Ages 18+ Lead Water Safety Instructors oversee and manage the on-site delivery of the aquatics programs by maintaining a safe environment, supervising and training staff, providing customer service, and teaching programs. American Red Cross Water Safety Instructor Certification or equivalent in experience required. Lifeguard and CPR/FA/AED for the Professional Rescuer Certification required. Summer hours are Mondays-Thursdays, mornings and evenings. School year hours are also available.

Water Aerobics Instructor

\$18.62-20.69/hr. 1-3 hours/week

Knowledge of water aerobics teaching strategies, fitness movements, and form required, as well as an ability to motivate patrons and provide a safe and enthusiastic environment. Former aerobics teaching and certification preferred.

Lifeguard/Instructor Aides

\$9.86-12.07/hr. 3-24 hours/week

Water Safety Instructor Aides assist instructors in teaching students swimming skills and maintaining a safe environment for patrons. Must be at least 14 years of age and successfully complete Instructor Aid Program or be at least 15 years of age and possess current American Red Cross Lifeguard and CPR/FA/AED for the Professional Rescuer Certifications. Summer hours are Mondays-Thursdays, mornings and evenings. School year hours are also available.