

CITY OF IOWA CITY RECREATION DIVISION

The Recreation Division of the Iowa City Parks and Recreation Department will accept applications for the following spring and summer part-time/temporary positions beginning February 1, 2010. Application may be made at the Recreation Division office, 220 S. Gilbert Street, Iowa City, Iowa 52240.

The City of Iowa City is an Affirmative Action Employer. Applications from female, minority group members and the handicapped are encouraged.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired for employment will be required to provide verification of identity and employment eligibility per provisions of the Act.

Applicants for employment, current temporary employees, volunteers, and interns will be required to sign a written authorization form allowing the Parks & Recreation Department to order a criminal background check from the State of Iowa and any other state the Department deems appropriate.

The Iowa City Parks and Recreation Department reserves the right to exercise discretion in hiring decisions based on all available information, including criminal background checks, results, the circumstances of the offense the nature and function of the position applied for and other relevant information.

All persons hired for employment will be responsible for purchasing and wearing the Parks and Recreation Department uniform shirt.

*** SIGN LANGUAGE INTERPRETERS ***

1-5 needed - pay rate varies and may be negotiable

Minimum Qualifications: Proficiency in one or more of the following: SEE, SEE II, ASL, or CUED SPEECH.

Definition of Work: Serve as interpreter to individuals enrolled in recreation programs. Other related duties may be required.

Hours: As needed; days, evenings, weekends.

*** LIFEGUARD ***

25 needed - \$9.00 per hour

Minimum Qualifications: Current Lifeguard Certificate including first aid, AED and CPR for the Professional Rescuer. At least one season experience as a lifeguard. Experience in or certification in swim lesson instruction desirable. Works May 21 – September 1 without extended time off. Able to pass a swimming time trial.

Definition of Work: Supervises activities at all three City pools, responsible for coverage of assigned schedule, perform basic maintenance, relate to public needs, questions and comments. Does instruct swim lessons either M/W or T/Th evenings.

Hours: Days, evenings, and weekends.

*** EARLY MORNING LIFEGUARD ***

10 needed - \$9.00 per hour

Minimum Qualifications: Current Lifeguard certification including First Aid, AED and CPR for the Professional Rescuer. At least one season experience as a lifeguard. Experience in or certification in swim instruction desirable. Requires ability to work and enforce policy and procedure with no supervision. Relates very well with public and highly reliable. Must be able to work May 21 – September 1 without extended time off.

Definition of Work: Works as a team to supervise both lap swim and front desk responsibilities, opens facility, tests water quality, responds to public questions, comments and concerns. Holds a permanent schedule at either the Recreation Center Pool or Mercer Park Aquatic Center.

Hours: 6:00-9:00 AM Monday-Friday. 9:00 a.m.-12 p.m. Monday-Friday. 6:00 a.m.-12 p.m. Saturday.

SWIMMING INSTRUCTOR*

20 needed - \$9-\$11 per hour

Minimum Qualifications: 17 years of age, experience with or certification in swim lesson instruction. Certification as Red Cross WSI desirable but not required. Able to relate to all ages. Able to pass a swimming stroke evaluation.

Definition of Work: Instructs programs for infants to adult in a group setting, relates to public needs, writes reports and keeps records. Works at all three city pools.

Hours: Days, evenings M-F

*** WATER FITNESS INSTRUCTOR ***

5 needed - \$11.00/class

Minimum Qualifications: Current CPR, AED and First Aid. Strong swimming ability. Very knowledgeable in the area of Anatomy, Physiology, and Kinesiology. Good public relations skills. Fitness instruction background a must.

Definition of Work: Instructs high-, low-impact and deep-water aquacise classes to young adults through Senior Citizens.

Hours: Early mornings, evenings, nights, weekends.

*** ARTS AND CRAFTS INSTRUCTORS ***

8-12 needed - \$11.00/1-hour youth class

Minimum Qualifications: B.A. degree in art-related field and/or considerable teaching experience. Ability to relate well with children and/or adults at greatly varied skill levels.

Types of Instructors Needed: For adult and high school students: **Drawing, Oil Painting, Pottery, Printmaking.** For children: **Arts and Crafts, Dance, Movement, Theatre.** PROPOSALS FOR FUTURE CLASS OFFERINGS ALWAYS WELCOMED.

Definition of Work: Plan, organize and instruct 5-10 lessons in respective area.

Hours: Days and evenings, Monday-Sunday, year-round.

*** SUMMER CAMP COORDINATOR ***

1 needed - \$11.00 per hour

Minimum Qualifications: B.S./B.A. degree in recreation or related field and/or considerable experience in planning and implementing recreation activities for children. Ability to organize work duties and schedules, communicate well with others, meet deadlines and care for detail. First Aid/CPR certification or ability to acquire necessary. Must be enthusiastic.

Definition of Work: Conducts overall Summer Camp program for up to 100 children in grades K-6 indoors at Recreation Center and outdoors at City Park. Includes activity coordination, supervision of leadership staff, and pre- and post-camp supervised play. Direct contact with parents and children.

Hours: 40 hours per week, Monday-Friday, days April-August.

*** SUMMER CAMP SUPERVISOR ***

3 needed - \$9.00 per hour

Minimum Qualifications: Considerable experience in planning and implementing recreation activities for children. Ability to follow detailed direction, communicate well with other staff and act with enthusiasm. First Aid/CPR/AED certification or ability to acquire necessary.

Definition of Work: Assists in conducting overall Summer Camp program for children in grades K-6, indoors at Recreation Center and /or outdoors at City Park. Includes pre- and post-camp supervised play, equipment and supply provision, assists in maintenance of camp records (attendance, parent correspondence, health records, etc.). Performs odd jobs. Substitutes for leadership staff when necessary. T-shirt distribution and similar activities. Direct contact with children and parents. One supervisor needed for each: Art camp, Sports camp, Outdoor Education Camp

Hours: 40 hours per week, Monday-Friday, days, May-August.

*** SUMMER CAMP YOUTH LEADERS ***

10 needed - \$8.00 per hour

Minimum Qualifications: High school graduate and/or considerable experience planning and implementing children's recreation activities. Interest in leading activities in all camp areas. Ability to take and give direction. Care for detail. Quick thinking, resourceful and enthusiastic nature. First Aid/CPR/AED certification or ability to acquire.

Definition of Work: Lead activities in a variety of areas for children in grades K-6 in camp setting. Responsible for groups up to 10 in number.

Hours: Average 40 hours/week, June-August, Monday-Friday, may be as early as 7:15 a.m. and as late as 5:45 p.m.

*** SUMMER CAMP SUPERVISED PLAY YOUTH LEADERS ***

10 needed - \$8.00 per hour

Minimum Qualifications: Considerable experience with children. Ability to plan low organized games. Genuine interest in playing with children. First Aid/CPR/AED certification or ability to acquire.

Definition of Work: Supervise and care for children in grades K-6 by planning low organized games and other activities before and after camp.

Hours: 7:15-9:15 AM and 3:45-5:45 PM, Monday-Friday, June-August.

*** PLAYGROUNDS COORDINATOR ***

1 needed - \$11.00 per hour

Minimum Qualifications: High school graduate and/or considerable experience in planning children's recreation activities. Ability to organize work duties, meet deadlines, and supervise leadership staff. First Aid/CPR/AED certification or ability to acquire. Enthusiasm.

Definition of Work: Conducts overall playground program. Works indoors at Recreation Center and outdoors supervising leaders at 12-14 sites.

Hours: Average 30 hours per week, Monday-Friday, late May-August.

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*** PLAYGROUNDS LEADER ***

8-12 needed - \$8.00 per hour

Minimum Qualifications: Considerable experience in planning and leading recreation activities for children in grades K-6. Working knowledge in areas of simple crafts, sports, games, nature awareness, music, drama. Ability to relate well with children. Desire to work outdoors. First Aid/CPR/AED certification or ability to acquire. Enthusiastic nature.

Definition of Work: Plan and direct children's play activities. Simple maintenance of site, equipment and supplies.

Hours: Average 15 hrs/week, Mondays 8-11:30 AM and Tuesday-Friday 9-11:30 AM, and/or Mondays 8-9 AM; M-F 1-3:30 PM, June-August.

*** BUILDING SUPERVISOR/Robert A. Lee Community Recreation Center ***

3-5 needed - \$9.00 per hour

Minimum Qualifications: At least 2 years part-time experience in recreation programming and program leadership. Ability to supervise youth and adults, ability to handle problem situations, ability to communicate effectively with the general public, and working knowledge of sports and games. First Aid/CPR/AED certification or ability to acquire.

Definition of Work: Supervise and maintain recreation center housing a variety of facilities and activities.

Hours: 10-20 hours bi-weekly, evening and weekend hours.

*** CENTER LEADER/Robert A. Lee Community Recreation Center ***

8-10 needed - \$8.00 per hour

Minimum Qualifications: High school graduate. Ability to supervise and control recreational activities. Ability to communicate effectively with general public. Ability to follow established policies and procedures. First Aid/CPR/AED certification desirable.

Definition of Work: Hands out equipment and supervises youth and adults in large indoor recreation center.

Hours: 10-20 hours bi-weekly, day, evening and weekend hours.

*** ADULT SPORTS COORDINATOR *
SOFTBALL**

2 needed - \$11.00 per hour

Minimum Qualifications: High school graduate. Current ASA softball umpire certification. Ability to control various temperamental situations in a mature, positive manner. Ability to organize and keep records. Ability to supervise. First Aid/CPR/AED certification or ability to acquire.

Definition of Work: Supervises adult softball program with assistance and direction from sports program supervisor. Complies with and enforces league rules. Maintains records. Oversees umpires and scorekeepers. Handles questions and problem situations at softball complex.

Hours: Working hours available 5-11 PM Monday-Thursday, 3:30-9:30 PM Sunday, and possibly some Saturdays, April-August.

*** SOFTBALL UMPIRES ***

20 needed - \$15.00 per game

Minimum Qualifications: High school graduate. Current ASA softball umpire certification. Ability to analyze and control various situations in a mature manner. Must provide own uniform and officiating equipment. Thorough knowledge of rules required.

Definition of Work: Umpire men's, women's, and co-rec slow pitch games behind the plate.

Hours: Work 6-10 PM Monday-Friday, 4-9 PM Sunday; some Saturdays, April-August.

*** BALL FIELD MAINTENANCE ***

6 needed - \$9.50 per hour

Minimum Qualifications: High school graduate. Some maintenance experience desired, familiarity with baseball/softball.

Definition of Work: Responsibility for maintaining and preparing 20 diamonds for league play, including dressing, lining and general grooming.

Hours: 10 AM-5 PM Sunday-Friday, April 1-August 30. Some early mornings and Saturdays. Varied hours as arranged.

*** VOLLEYBALL OFFICIAL ***

4 needed - \$15.00/match

Minimum Qualifications: High school graduate. Ability to analyze and control various situations in a mature manner. Experience in officiating preferred.

Definition of Work: Officiate men's, women's, and co-rec league games played outdoors on sand courts.

Hours: Dependent upon league sign-up on weekday evenings; late January-May.

*** BASKETBALL OFFICIAL ***

8 needed - \$15.00/game

Minimum Qualifications: High school graduate. Current IHSAA Basketball certification and at least two years experience preferred. Ability to analyze and control various situations in a mature manner.

Definition of Work: Officiate league games.

Hours: Sunday, Monday and Wednesday evenings, September-May.

*** INSTRUCTOR - FITNESS ***

2 needed - \$11.00 per class

Minimum Qualifications: Physical education and/or recreation major with experience in teaching, ability to relate well with adults and knowledge of human anatomy, muscle groups and exercise programs. First Aid/CPR/AED certification or ability to obtain.

Definition of Work: Plan and conduct a fitness class for women and men.

Hours: Evenings, year-round.

*** INSTRUCTOR - AEROBIC DANCE, ADULTS ***

2 needed - \$11.00 per class

Minimum Qualifications: Physical education, exercise science and/or recreation major. Prior teaching experience desired. Knowledge of human anatomy, muscle groups and exercise programs. Ability to relate well with adults. First Aid/CPR/AED certification or ability to obtain.

Definition of Work: Plan, organize and teach lessons in aerobic dance. Classes meet in structured sessions. Sessions will vary.

Hours: Varied schedule available, morning, afternoon and evening, year-round.

*** ADULT FITNESS COORDINATOR ***

1 needed - \$11.00 per hour

Minimum Qualifications: High school graduate. Need a strong fitness background including anatomy, physiology, accident prevention, and ability to work with the public and supervise staff.

Definition of Work: Directly train, supervise, and provide support for land and water aerobic instructors. Ability to substitute for instructors a must.

Hours: Varied hours Monday-Friday.

SPRING YOUTH SPORTS COACH

\$9 per hour

Sports Offered: Tennis, Flag Football, Basketball, Volleyball, Soccer, and Running Club,Minimum Qualifications: High school graduate. At least one year experience working with youth Preschool through 6th grade. Has general knowledge of the sport interested in coaching. Has ability to plan and organize lessons, independently of the coordinator. Be able to provide transportation to program site.Definition of Work: Instruct and supervise youth sports classes. Show up 20 minutes prior for facility set up and stay 20 minutes after for facility take down. Promote ICRD youth sports mission. Communicate with Coordinator and Parents of participants.Hours: Various weeknights, 4-7 pm**SUMMER YOUTH SPORTS COACH**

\$9 per hour

Sports Offered: Tennis, Tee BallMinimum Qualifications: High school graduate. At least one year experience working with youth Preschool through 6th grade. Has general knowledge of the sport interested in coaching. Has ability to plan and organize lessons, independently of the coordinator. Be able to provide transportation to program site.Definition of Work: Instruct and supervise youth sports classes. Show up 20 minutes prior for facility set up and stay 20 minutes after for facility take down. Promote ICRD youth sports mission. Communicate with Coordinator and Parents of participants.Hours: Various weekdays, 9 -12 noon or 4-7 pm*** SPI ARTS INSTRUCTOR ***

4 needed - \$11.00 per hour class

Minimum Qualifications: B.A. or A.A. degree or currently working on a college degree in recreation; fine or visual arts, or related field; and/or experience in teaching the arts to persons with special needs.Definition of Work: Plans, organizes and instructs arts classes (i.e. music, dance, drama, visual arts or crafts) using a variety of media. Skill levels vary greatly within programs, thus instructor is required to adapt activities to meet individual capabilities.Hours: Varied hours, year round.*** SPI LEADER ***

12 needed - \$8.00 per hour class

Minimum Qualifications: B.A. or A.A. degree or currently working on a college degree in recreation or related field and/or experience in teaching skills to or leading recreation programs for persons with special needs. Experience and/or knowledge in sports, games and outdoor/nature programs. Specify area of expertise on application.Definition of Work: Plans, organizes and directs activities. Skill levels vary greatly within programs, thus instructor is required to adapt activities to meet individual capabilities.Hours: Varied hours available, year round.*** ADAPTED AQUATICS INSTRUCTOR ***

6 needed - \$8.00 per class

Minimum Qualifications: W.S.I. certification. Adapted aquatics certification desirable. Interest, experience and dependability to work with persons with special needs essential. First Aid/CPR/AED certification required or ability to acquire.Definition of Work: Instructing and adapting swimming to meet the needs of persons with disabilities.Hours: Saturdays, 11:00 AM-12:25 AM; year round.*** ADAPTED AQUATICS COORDINATOR ***

1 needed - \$11.00 per hour

Minimum Qualifications: W.S.I. certification. Two years teaching experience, preferably with persons with special needs. Excellent organizational skills required. First Aid/CPR/AED certification required or ability to acquire.Definition of Work: Coordinates swimming lesson program for persons with disabilities. Organizes instructional classes by skill level. Supervises all adapted aquatics staff.Hours: Saturdays, 11:00 AM-12:25 PM, year round.*** SPORTS COORDINATOR FOR SPECIAL OLYMPICS ***

1 needed - \$11.00 per hour

Minimum Qualifications: B.A./B.S. degree in leisure studies, physical education or related field. Teaching/coaching experience with persons with special needs. Knowledge of Iowa Special Olympics philosophy and sports rules.Definition of Work: Coordinate the participation of Special Olympic athletes in district and state competitions. Responsible for necessary paperwork and supervision of Special Olympics events.Hours: Varied schedule available, days and some weekends, year round.*** SOFTBALL COORDINATOR FOR SPECIAL OLYMPICS ***

1 needed - \$11.00 per hour

Minimum Qualifications: High school graduate, experience or strong interest in working with special needs. Knowledge of softball rules, skills and equipment. First Aid/CPR/AED certification required, or ability to acquire.Definition of Work: Organize softball practice sessions and game schedules. Responsible for training and supervision of team coaches.Hours: Evening hours, June-August.

*** MARKET MASTER ***

1 needed - \$11.00 per hour

Minimum Qualifications: High school graduate. Ability to supervise and organize Farmers' Market activities. Prefer previous experience operating Farmers' Market or similar activities. Be firm and pleasant with public.

Definition of Work: Supervise Farmers' Market activities; handle questions; enforce rules and regulations of market.

Hours: Saturdays 6:45 -12:15 PM, and Wednesdays, 4:45-8:00 PM, May 1-October 30.

*** RECEPTIONIST ***

\$8.00 per hour

Minimum Qualifications: High school graduate. Previous office experience desirable. Typing skills required. Relate well to the public. Must provide own transportation as will be working at RALCRC and Mercer.

Definition of Work: Provide information & customer service to the general public, groups & individuals. Answer phone and direct calls. Register participants in programs. Type, file, & perform other misc. duties.

Hours: Varied hours to be arranged, generally 2- 7 PM or 5:30-8:30 PM & 9 AM-12 PM, May-August.

*** GYMNASTICS INSTRUCTOR ***

2 needed - \$8.00 per class

Minimum Qualifications: High school graduate. At least two years participation in gymnastics and one year experience teaching basic gymnastics skills to children. Ability to relate well with participants and parents. First Aid/CPR/AED certification required or ability to acquire.

Definition of Work: Instructs classes in tumbling and gymnastics for children using a variety of activities and apparatus.

Hours: Saturdays, 9:00 a.m.-12:00 p.m., June-August.

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