



Parks & Recreation Department

2010 Summer Employment

The City of Salina is now accepting applications for summer employment in the Recreation, Kenwood Cove Waterpark, Golf Course, Parks, Forestry, & Downtown Divisions. Applicants for all positions must be high school graduates unless otherwise designated. Open positions are as follows:

BALL FIELDS

Baseball & Softball Umpire (age 16 & older)
Baseball & Softball Umpire-in-Chief
Field/Tournament Supervisor
Scorekeeper (age 16 & older)

CAMPS

Camp Salina Counselor
Camp Salina Director
Special Populations Assistant Leader / Driver (age 18 & older)
Tennis Director
Ultimate Sports Camp Counselor
Ultimate Sports Camp Director

GOLF COURSE

Assistant Golf Instructor, First Tee of Salina (16 & older)
Golf Course Assistant Clubhouse / Pro Shop (age 16 & older)
Golf Course Inside Clubhouse / Pro Shop (age 18 & older)
Lead Golf Instructor, The First Tee of Salina

KENWOOD COVE WATERPARK

Aerobics Instructor
Aquatics Cashier/Deck Attendant (age 16 & older)
Aquatics In-Service Director
Aquatics Maintenance / Deck Attendant (age 16 & older)
Assistant Aquatics Manager
Head Cashier
Head Guard (age 18 & older)
Instructor/Guard (age 17 & older)
Lifeguard (age 15 & older)
Swim Instructor Aide (age 14 & older)
Supervisor of Instruction

PARKS

Maintenance Supervisor (long-term seasonal)
Maintenance Worker (age 16 -18 & older)

SUMMER PROGRAMS

Program Instructor (various activities)
Program Instructor Assistants (age 16 & older)

Deadline: The first application deadline is Thursday, March 25, 2010 by 5:00 pm. For unfilled positions, the final deadline is Thursday, April 29, 2010 by 5:00 pm.

Application: Temporary/Seasonal Intermittent Applications for Employment are available from the City of Salina's website at www.salina-ks.gov.

Contact: City of Salina Human Resources Department • 300 W. Ash, Rm. #200, P. O. Box 736, Salina, KS 67402-0736 • (785) 309-5710 • (785) 309-5711 fax • human.resources@salina.org • EOE



CITY OF SALINA
Parks & Recreation Department
City-County Building
300 W. Ash St., Rm. #100
Salina, KS 67401 • 785-309-5765

2010 Summer Job Descriptions

We consider applicants for all jobs without regard to race, color, religion, sex, national origin, age, disability, or other legally protected status. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at 785-309-5710. EOE.

The Parks & Recreation Department follows a policy of offering re-employment to persons whose work was satisfactory the previous summer, although a number of vacancies do occur each year. Applicants with the necessary qualifications & experience are contacted to schedule an interview. Those who pass the selection process are notified of their employment & are asked to complete pre-employment paperwork prior to the start of employment. In general, the length of summer employment is from May - July. Waterpark personnel work from May - September. Most maintenance personnel work May - August.

APPLICANTS FOR ALL POSITIONS MUST BE HIGH SCHOOL GRADUATES UNLESS DESIGNATED OTHERWISE

HOW TO APPLY: Temporary/Seasonal Intermittent Applications for Employment are required & are available online at www.salina-ks.gov. Submit completed applications to the Human Resources Department, 300 W. Ash St., Room #200, P. O. Box 736, Salina, KS 67402-0736. Fax: 785-309-5711. The first application deadline is **Thursday, March 25, 2010** by 5:00 pm. Applications for unfilled positions are accepted until April 29, 2010 by 5:00 pm.

COMPENSATION: Unless otherwise indicated, all positions listed are paid an hourly rate of pay commensurate with the duties & responsibilities of the assignment & the qualifications of the successful applicant. The rates of pay are set at the time of employment. Job titles & descriptions with rates of pay are listed below.

BALL FIELDS

BASEBALL / SOFTBALL UMPIRE-IN-CHIEF- Works under the direction of the Athletics Supervisor. Duties: responsible for conducting clinics; evaluating & scheduling umpires; supervising tournaments. Hours: works primarily evenings & weekends from May to early August (softball term may be longer). Pay: salaried position with pay based upon experience & qualifications. Contact: Travis Scheele.

BASEBALL / SOFTBALL UMPIRE (16 yrs. of age or older) - Works under the direction of the Athletics Supervisor and/or Umpires-In-Chief. Duties: officiates for baseball/softball programs in boys' & girls' leagues, along with women's, men's & co-ed softball leagues. Experience: must attend umpire clinics sponsored by Salina Softball Umpires Association and/or the Parks & Recreation Department prior to the league season. Applications for these positions are accepted in the Human Resources office & coordinated with the Umpires Association. Pay: \$16.00-25.00/game depending upon the location & league assigned. Contact: Travis Scheele.

FIELD / TOURNAMENT SUPERVISOR- Duties: responsible for supervising operations at ball field complex during weekly league play & weekend tournaments. Weeknight duties include overseeing umpires, scorekeepers & other personnel; securing equipment & facilities before & after games; settling protests & disputes; turning lights on & off; reporting results of games to Recreation office; other related work as assigned by the Athletics Supervisor. Weekend duties include light maintenance & preparation of ball diamonds

working closely with tournament sponsors checking out bases & scoreboard controls; turning lights on & off; reporting building or equipment problems; assisting with trash collection; & exercising overall supervision of the entire facility throughout the weekend. Requirements: valid Kansas driver's license. Hours: works evenings during the week & weekends on a rotating schedule with other supervisors for the entire ball season. Pay: \$8.00-9.00/hr. Contact: Travis Scheele.

SCOREKEEPER (16 yrs. of age or older) - Duties: responsible for keeping the official score of all games played at specific ball diamonds & reporting the results of games to the Field Supervisor or Recreation office; must care & distribute game equipment; turns lights on & off; other related work as assigned. Hours: works up to (5) nights per week for the entire season; possibly some weekends. Pay: \$7.25-14.00/game depending upon the length of game. Contact: Travis Scheele.

CAMPS

CAMP SALINA DIRECTOR- Works under the direction of the Recreation Program Supervisor. Duties: responsible for program development during the spring; must plan & supervise a summer day camp program for youth 6 - 11 yrs. of age; organizes weekly lesson plans & completes weekly duties during the 9-week summer program; coordinates special events & field trips; assists with programs, staff evaluations, training & conducting staff meetings; oversees staff at program sites; purchases & distributes supplies/equipment. Education: degree or extensive course work in elementary education or early childhood development is highly desirable. Experience: previous experience in leading programs for youth of preschool/elementary age. Requirements: valid Kansas driver's license. Pay: \$10.00-12.00/hr. Contact: Tim Kerbs.

☛ **ULTIMATE SPORTS CAMP DIRECTOR-** Duties: responsible for program development in the spring; must plan, organize, & direct a 7-week summer camp program emphasizing sports & leisure skills development along with special interests for middle school age youth; organizes & conducts a diverse schedule of activities; secures equipment & facilities; plans special events & field trips; coordinates daily transportation; oversees camp staff & daily supervision of weekly camp sessions. Experience: knowledge or training in athletics; experience and/or degree in teaching/coaching middle school age youth; or course work in education, sports management, or related field. Requirements: valid Kansas driver's license. Pay: \$10.00-12.00/hr. Contact: Tim Kerbs.

☛ **CAMP SALINA COUNSELOR-** Duties: responsible for planning, organizing & supervising a well-rounded program of recreation activities for youth 6 - 11 yrs. of age. Education: high school graduates are given first consideration for these positions & any training or course work in elementary education or early childhood development is desirable. Experience: some knowledge of story telling, arts & crafts, organized games & activities, special events & general leadership techniques; some background in working with pre-school and/or elementary age youth. Requirements: valid Kansas driver's license. Hours: day camps' daily schedule is from 8:00 a.m. – 5:00 p.m. Monday - Friday for 9-weeks during the summer. Pay: \$7.25-8.05/hr. Contact: Tim Kerbs.

☛ **ULTIMATE SPORTS CAMP COUNSELOR-** Duties: responsible for planning, organizing, & supervising a well-rounded program of recreation activities for middle school age participants. Experience: some knowledge of sports activities & leisure skills development; previous experience working with middle school age youth desirable. Requirements: valid Kansas driver's license. Pay: \$7.25-8.05/hr. Contact: Tim Kerbs.

TENNIS DIRECTOR- Duties: responsible for planning, organizing, & directing a comprehensive tennis program for youth & adults during the summer which includes teaching basic skills & fundamentals to adults & youth 5 -14 yrs. of age in instructional camps & classes; works in planning & program development for the 6-week summer program; oversees program assistants; other related assignments. Experience: certification as a tennis pro and/or previous experience in directing a tennis program is highly desirable. Pay: negotiable based upon experience & qualifications. Contact: Tim Kerbs.

☛ **SPECIAL POPULATIONS ASSISTANT LEADER / DRIVER (18 yrs. of age or older)** - Works under the direction of the Supervisor for the Special Populations Program and/or the Special Populations Day Camp Supervisor. Duties: responsible for conducting a variety of summer day camp activities & programs; drives to & from events in the absence of the Special Populations Leader/Driver. Experience: previous experience in conducting programs for youth of elementary age and/or any work with disabled persons is highly desirable. Requirements: valid Kansas driver's license. Pay: \$7.25-9.25/hr. Contact: Marjan Cohan.

GOLF COURSE

LEAD GOLF INSTRUCTOR – THE FIRST TEE OF SALINA- Works under the supervision of professional golf staff. Duties: responsible for conducting golf classes within the structure of The First Tee program; teaches basic golf skills & life skills to youth 5 -17 yrs. of age. Experience: ability to work with youth is highly desirable; coaching or training in athletics is helpful. Hours: works during 10-week period beginning in June. Pay: \$8.00-12.00/hr. Contact: Steve Hardesty.

GOLF COURSE INSIDE CLUBHOUSE / PRO SHOP (18 yrs. of age or older) - Works under the supervision of the Manager or Assistant Manager. Duties: responsible for working at the inside counter taking fees & running the cash register; reserves tee times; answers the telephone; works concessions; assists customers & other related duties. Experience: retail sales, customer service, working with the public, etc., is desirable. Hours: works evenings & weekends. Pay: \$7.70-9.70/hr. Contact: Steve Hardesty.

ASSISTANT GOLF INSTRUCTOR - THE FIRST TEE OF SALINA (16 yrs. of age or older) - Works under the supervision of professional golf staff. Duties: responsible for monitoring play on the short golf course during the summer instructional series of golf lessons; coordinates groups of youth 5-17 yrs. of age; conducts safe play; monitors play & teaching basic golf etiquette; must work outside & walk the course each day during the 10-week summer program. Experience: ability to work with youth & any experience or training in this area is helpful. Pay: \$7.25-7.85/hr. Contact: Steve Hardesty.

GOLF COURSE ASSISTANT CLUBHOUSE / PRO SHOP (16 yrs. of age or older) - Works under the supervision of the Manager or Assistant Manager. Duties: responsible for performing outside work including picking up balls on the driving range, washing & cleaning golf carts & other related duties. Hours: works evenings & weekends. Pay: \$7.25-7.85/hr. Contact: Steve Hardesty.

KENWOOD COVE WATERPARK

SUPERVISOR OF INSTRUCTION - It may be possible to combine these duties with an Aquatic Manager's or an Assistant Aquatics Manager's position. Duties: responsible for planning, organizing & conducting an 8-week Learn To Swim program which includes instruction for infant/toddler, preschool, & Levels 1-7 students four (4) mornings a week from 9 a.m. - 12:30 p.m. as well as preschool classes in the evening. Experience: must have a Water Safety Instructor's certificate & at least two (2) yrs. experience as an instructor in a water safety program. Requirements: valid Kansas driver's license. Pay: salaried position with pay negotiable upon experience & qualifications. Contact: Chris Curtis.

AQUATICS IN-SERVICE DIRECTOR- This may be a supplemental position for a person who is already working in a managerial or supervisory role with the waterpark. Duties: responsible for conducting in-service training with waterpark staff; schedules, organizes, & oversees in-service sessions throughout the summer; coordinates any other training needed for waterpark staff. Experience: prior experience in municipal pool operations (preferably with the City of Salina) will weigh heavily in the selection process. Pay: salaried position with pay negotiable based upon experience & qualifications. Contact: Chris Curtis.

ASSISTANT AQUATICS MANAGER- Works directly under the supervision of the Aquatics Manager. Duties: performs all duties & responsibilities of the Aquatics Manager in his/her absence. Experience: previous experience in any capacity in pool operations desired. Requirements: valid Kansas driver's license. Hours: length of employment is May – September; works evenings & weekends. Pay: hourly position with pay based upon experience & qualifications. \$10.00-12.50/hr. Contact: Chris Curtis.

HEAD GUARD (18 yrs. of age or older)- Duties: responsible for assisting managers in overseeing waterpark operations & supervising private parties; responsible for regular duties as Instructor/ Lifeguard; works closely with lifeguard staff in planning, scheduling & conducting in-service training. Experience: prior experience in municipal pool operations (preferably with the City of Salina) will weigh heavily in the selection process. Hours: works evenings & weekends. Pay: \$8.25-9.25/hr. Contact: Chris Curtis.

LIFEGUARD (15 yrs. of age or older) - Works under the supervision of the Aquatics Manager and/or Assistant Aquatics Manager. Duties: responsible for enforcing waterpark rules & regulations; ensures the safety of all waterpark patrons; assists with cleaning & upkeep of waterpark facilities. Experience: must have valid & current lifeguard training course certification; prior experience weighs heavily in the selection process. Hours: works evenings & weekends. Pay: salary determined by seniority & availability to work. \$7.75-9.00/hr. Contact: Chris Curtis.

INSTRUCTOR / GUARD (17 yrs. of age or older) - Works under the combined supervision of the Aquatics Manager & Supervisor of Swimming Instruction. Duties: this is a combined position involving weekly responsibilities for both swimming instruction & lifeguard duties. Experience: must have valid & current Water Safety Instructor's certificate & lifeguard training course certification; prior experience weighs heavily in the selection process. Hours: works evenings & weekends; must be available for all four (4) sessions of the Learn to Swim program. Pay: \$7.75-9.00/hr. Contact: Chris Curtis.

HEAD CASHIER- Works under the direction of the Aquatics Manager. Duties: supervises cashiers in the admissions area; oversees cash on a daily basis; accepts & verifies deposits; works in the office & sells season passes, daily admissions, bulk tickets & other merchandise; helps answer phones, books cabana rentals & group parties. Pay: \$7.75-8.75/hr.

AQUATICS MAINTENANCE / DECK ATTENDANT (16 yrs. of age or older) - Duties: responsible for custodial work, light maintenance, & cleaning duties at the waterpark. Experience: custodial work desirable. Hours: works varying shifts. Pay: \$7.75-8.75/hr. Contact: Chris Curtis.

AEROBICS INSTRUCTOR- Duties: teaches water aerobics at the facility. Experience: preference given to individuals who have aerobics certification but will train & certify other candidates. Pay: \$7.50-10.00/hr. dependant upon qualifications.

SWIM INSTRUCTOR AIDE (14 yrs. of age or older) - Works under the direction of an Instructor/Lifeguard. Duties: responsible for teaching various levels of swimming skills to youth & adults. Experience: must have participated in the Learn to Swim program or swimming lessons; current Community First Aid & Safety certificate preferred. Pay: \$7.25-7.85/hr. Contact: Chris Curtis.

AQUATICS CASHIER / DECK ATTENDANT (16 yrs. of age or older) - Works under the direct supervision of the Aquatics Manager and/or Assistant Aquatics Manager. Duties: responsible for taking admission fees, assisting waterpark patrons, supervising wading pool and/or deck areas, helping with cleaning & upkeep of the waterpark, & other related duties. Experience: retail sales, handling money, making change, working with the public will be given priority. Hours: works evenings & weekends. Pay: \$7.25-7.85/hr. Contact: Chris Curtis.

PARKS

MAINTENANCE SUPERVISOR- Duties: responsible for supervising the maintenance & upkeep of ball fields, soccer complex, or park locations (may be long-term); oversees daily operations of facility including any seasonal maintenance crews who are assigned to the site. Experience: grounds maintenance, athletic field preparation, & equipment operation experience desired. Requirements: valid Kansas driver's license. Pay: \$7.75-9.25/hr. Contact: Bob Ash.

MAINTENANCE WORKER (16-18 yrs. of age or older)- The Parks Department has a number of positions available for maintenance workers in Recreation, Waterpark, Parks, Forestry, Downtown, & Golf Course divisions. Some positions may be long-term to meet specific needs in the Recreation, Parks, & Golf Course divisions. Duties: horticulture; maintenance & upkeep of the ball diamonds, soccer complex, & park grounds. Requirements: valid Kansas driver's license. Pay: \$7.25-8.75/hr. Contact: Bob Ash.

SUMMER PROGRAMS

★ **PROGRAM INSTRUCTORS / ★ PROGRAM INSTRUCTOR ASSISTANTS-** Duties: responsible for teaching techniques & skills in activities to boys & girls in preschool, elementary, & junior high school; organizes & conducts exhibits, tournaments, leagues, recitals, & concerts; demonstrations as they relate to a specific activity will be explained by the program supervisors. (On occasion, the instructor of one activity may be called upon to cooperate with other program personnel to provide assistance in the conduct of another recreation program. In many programs, a head instructor & an assistant are needed. The classes/clinics/camps may be held at several locations in Salina necessitating travel from one site to another on a scheduled basis.) Experience: applicants with specific training or previous experience in teaching particular skills are given first consideration. A Water Safety Instructor's certificate is mandatory for swimming instructors. Pay: Program Instructor: \$7.25-8.05/hr.; Program Instructor Assistant (16 yrs. of age or older): \$7.25-7.85/hr.

PROGRAM INSTRUCTORS & PROGRAM INSTRUCTOR ASSISTANTS ARE NEEDED FOR THE FOLLOWING ACTIVITIES:

Aerobic Exercise • Aquacise • Arts & Crafts • Baton • Ceramics • Cheerleading • Dance • First Tee Golf • Gymnastics • Learn to Swim • Play in Clay • Summer Camps • Tennis– Adult/Youth

★ **Additional \$1.00 per hour for Teacher Certification or Licensing through the State of Kansas on positions indicated.**