

**City of Ames Parks and Recreation Department
POSITION VACANCY LISTING THROUGH SUMMER 2010**

APPLY AT: Ames Community Center, 5th & Clark (515) 239-5350 or www.amesparkrec.org. All applicants will not be notified as to the Parks and Recreation Department's decisions. Please call if unsure as to status. Most hiring will be complete by April 30. Starting pay range may vary depending on applicant's experience. (EOE/AA)

POSITION	ESSENTIAL FUNCTIONS	QUALIFICATIONS	WORK HOURS	Application Deadline	Approx. HRS/WK	WORK DATES	PAY RANGE
AQUATICS							
Aquatic Manager	Manage personnel, mechanics, water testing, finances of pool, daily reports, guest relations, team building. Supervision of staff	Current American Red Cross LGT/FA and CPR/AED for Lifeguards, 19 years of age, prior experience. Red Cross LGI preferred.	Varies	March 12	Up To 40	5/10 to 9/7	\$9.75- \$10.75/Hr.
Cashier	Handles receipts, sells admissions and concessions, public relations, answers phone.	Prior experience with cash handling and customer service, LGT/FA and CPR/AED-for Lifeguards preferred.	Varies	March 12	Up to 40	5/10 to 9/7	\$7.25- \$8.25/Hr.
Lifeguard	Lifeguard, guest relations. Cleaning	Current American Red Cross LGT/FA and CPR/AED for Lifeguards. Lifeguards must be 16 years of age to work at the Furman Aquatic Center. 15-year-olds welcome to apply to work at other facilities.	Varies	March 12	Up to 40	5/10 to 9/7	\$8.50- \$9.50/Hr.
Private Swim Instructor	Teach private swim lessons.	Current American Red Cross WSI. LGT/FA and CPR/AED for Lifeguards, prior experience preferred.	Varies	March 12	Varies	Varies	\$10 per ½ hour
Swim Assistant	Teach lessons under the direction of WSI.	Prior experience and LGT/FA and CPR/AED for Lifeguards preferred.	Varies	March 12	Up to 25	5/10 to 7/31	\$8.00- \$9.00/Hr.
Swim Instructor	Teach swimming lessons, direct Swim Assistant.	Current American Red Cross WSI required. LGT/FA and CPR/AED for Lifeguards preferred. 16 years of age, prior experience	Varies	March 12	Up to 25	5/10 to 7/31	\$9.25- \$10.25/Hr.
YOUTH RECREATION							
Baseball Director, Youth	Administer instructional youth baseball (T-ball & Blastball) programs, supervise instructors.	Good organization skills, knowledge of baseball, dependability.	M-Th 8AM-11:30 and 5-8PM	April 15	20-25	6/8 to 7/29	\$8.00- \$8.50/Hr.
Baseball Instructors, Youth	Teach fundamentals of baseball and supervise children in T-ball & Blastball programs.	Ability to work with children, good knowledge of baseball.	M-Th 8AM-11:30 and 5-8PM	April 15	15-20	6/8 to 7/29	\$7.25- \$7.75/Hr.
Sports Academy Site Director, Youth	Plan, organize & implement several sport activities for Sports Academy. The program teaches youth grades 3-6 new activities each week.	Interest to learn new sport. Strong leadership qualities. Ability to teach and communicate with children and other staff.	Tues. & Thurs. 8:00-11:30	April 15	7-10	6/17 to 8/5	\$8.00 \$8.50/Hr.
Sports Academy Instructors, Youth	Instruct & supervise youth in grades 3 - 6. Assist Site Director.	Knowledge of sports. Interest in learning new sports. Organizational skills. Ability to teach and work with young children.	Tues. & Thurs. 8:00-11:30	April 15	7-10	6/17 to 8/5	\$7.25- \$7.75/Hr.
YOUTH RECREATION CONTINUED							
Camp Director	Initiate and supervise elementary age children, grades K-6. Responsible for the overall direction and supervision of children's day camp.	Imaginative, special skills, good organization and programming skills, ability to communicate, dependable.	Monday-Friday Noon-5PM	March 26	25	6/9 to 7/24	\$9.00- \$11.00/Hr
Camp Counselor	Initiate and supervise elementary youth activities at neighborhood parks.	Imaginative, special skills, dependable, enthusiasm. Persons with nature, music, arts, sports and education backgrounds are encouraged to apply.	Monday-Friday Noon-5PM	March 26	25	6/9 to 7/24	\$7.25- \$9.00/Hr

Dance Instructors, Youth	Instruct beginning-intermediate youth levels of tap/jazz/ballet techniques, promote recreation participation and positive public relations.	Knowledge of basic dance techniques, prior instructional experience preferred, enjoy working with youth and parents.	Varies	March 26	5-10	Year-Round	\$7.50-\$9.00/Hr.
Dance Coordinator, Youth	Coordinate youth instructional dance program, schedule staff, maintain positive relations with parents.	Knowledge of basic dance fundamentals, prior instructional experience required, organized, dependable, and enthusiastic	Varies	March 26	15-20	Year-Round	\$9.00-\$10.00/Hr.
Gymnastics Coordinator, Youth	Coordinate youth instructional gymnastics program, schedule staff, maintain positive relations with parents.	Knowledge of basic gymnastics fundamentals, prior instructional experience required, organized, dependable, and enthusiastic.	Varies	March 26	15-25	Year-round	\$8.75-\$10.00/Hr.
Gymnastics Instructors, Youth	Instruct fundamentals of gymnastics to youth, promote positive public relations.	Knowledge of gymnastics fundamentals, prior instructional experience preferred, enjoy working with youth, strong communication skills.	Varies	March 26	5-20	Year-round	\$7.25-\$8.75Hr.
Preschool Adventures Instructor	Plan and conduct activities for 3-5 year olds. Activities are based on class themes.	Early childhood background.	Monday-Friday 8:30-11:30AM	April 15	3-15	6/1-7/30	\$7.25-\$8.00/Hr.
Soccer Official, Youth	Officiate youth soccer games. Teach correct soccer skills. Initiate positive public relations.	Good knowledge of soccer rules and violations. Must be able to work with children.	Tues., & Thurs, 4:45-7:30P Sat. 8:30A-Noon	March 2	3-10	3/30 to 5/8	\$9/Game
Soccer Director, Kiddie Kickers	Plan and organize varied soccer activities to teach the fundamentals.	Good knowledge and understanding of soccer. Ability to teach and communicate with children.	Mon. & Wed. 4:45-7:00 PM	March 2	4	3/24 to 5/8	\$8.00-\$8.50/Hr.
Soccer Instructor, Kiddie Kickers	Responsible for teaching soccer fundamentals to Kindergarten children, working with parent volunteers.	Dependability, soccer knowledge, ability to work with children and adults.	Mon. & Wed. 4:45-7:00 PM	March 2	3	3/24 to 5/8	\$7.25-\$7.75/Hr.
Soccer Coach, Youth	Teach soccer skills, team concept, and fair play.	Skills knowledge, ability to communicate and work with children, dependable	Varies	March 2	Varies	3/10 to 5/8	\$150-\$175/Season
Start Smart Sports Instructor	Coordinate and teach sports skill to 3-5 year olds and their parents.	Knowledge of various sports and good organizational skills; strong communications skills; dependable.	Varies	April 16	Varies	6/1 to 7/23	\$8.00-\$8.50/Hr.
COMMUNITY CENTER & AUDITORIUM STAFF							
Auditorium Technician	Operate light, sound, and stage equipment for events. Provide needed support for performances.	Fine Arts background preferred, but not required. Good PR, dependable, and flexible. Will train.	Varies	Continuous	June-August	Cont.	\$7.45-\$12.50/Hr.
Auditorium House Manager	Supervises; monitors auditorium and users to ensure appropriate use and successful performance.	Strong public relation skills, dependable and flexible. Fine Arts background preferred, but not required.	Varies	Continuous	June-August	Cont.	\$7.45-\$12.50/Hr.
Community Center Supervisor	Supervise weight room facility, gymnasium, class rooms.	Dependability, good communication skills, cash handling knowledge.	Varies	Continuous	Weekends Weekdays	Cont.	\$7.25-\$9.00/Hr.
ADULT SPORTS							
Sand Volleyball	Officiate games.	Rules knowledge, dependable, attentive.	Weekday Evenings	May 1	3-9	6/1 to 8/6	\$10-\$14

Referee							per match
Softball Supervisor	Supervise game sites. Open and close facility.	ASA umpire certification. Good communication skills.	Mon.-Fri. 5:30-10PM Sun.3-8 PM	March 12	8-20	4/5 to 8/10	\$43/Eve.
Softball Umpires	Umpire men's and women's ASA slowpitch softball games. Evening and weekend hours.	ASA certification and successful completion of training clinics.	Mon.-Fri. 5:30-10PM Sun. 3- 8PM	March 12	2-20 Games per week	4/5 to 8/10	\$18.00 to \$21.00 per game
ADULT & YOUTH WELLNESS							
WELLNESS: Aerobic Instructors	Instruct low impact, step, toning, older adult, yoga and/or strength training fitness classes, promote positive public relations.	Extensive knowledge of fitness/exercise principles, prior teaching experience and industry certification preferred, Adult Am. Red Cross CPR certification required.	Varies	Continuous	2-10	Year- round	\$8.00- \$15.00/Hr.
Giggles and Wiggles Instructors	Plan, implement, and supervise dance, tumbling, creative play, and rhythmic activities for youth age 2-5 years.	Knowledge of creative youth recreation activities, enjoy working with young children and parents, organized, dependable, and enthusiastic.	Mon-Fri 8:45- 11:30AM	Continuous	6-9	Year- round	\$7.25- \$8.00/Hr
Weight Room Supervisor	Conduct weight room orientations, assist with personal programs, administer fitness assessments, instruct strength training classes for youth and adults, equipment maintenance.	Extensive knowledge of fitness and strength training principles, Adult American Red Cross CPR required, strong communication skills.	Varies	Continuous	10-15	Year- round	\$7.25- \$11.00/Hr.
Personal Fitness Trainers	Develop and supervise cardiovascular and strength training programs for individuals of all fitness levels, promote positive public relations.	Extensive knowledge of fitness and strength training principles. Industry certification and Adult American Red Cross CPR required, strong public relations skills.	Varies	Continuous	2-10	Year- round	\$17.00 to \$21.00/Hr.
Aquatic Aerobic Instructors	Instruct aquatic fitness classes, promote positive public relations.	Extensive knowledge of fitness/exercise principles, Adult American Red Cross CPR required, industry certification preferred, strong communication skills.	Varies	Continuous	2-10	Year- round	\$8.00- \$14.00/Hr.
PARKS AND GOLF COURSE							
Park Maintenance	Mowing, trimming, painting, park clean-up.	Driver's license, ability to operate and maintain small engines. Ability to lift 50 lbs.	8:00AM- 4:00PM	April 15	40	5/1 to 8/31	\$7.25- \$9.00Hr.
Ball field Maintenance Technician	Maintenance/improvements to adult softball fields, responsible for preparing 6 fields daily, priority to work most weekends, mandatory for tournaments.	Prior ball field maintenance experience preferred. Ability to lift 50 lbs.	8:30AM- 4:30PM	March 1	40	5/1 to 8/31	\$11.00- \$13.00/Hr.
Golf Course Maintenance	Mow fairways, rough and greens plus perform other basic golf course maintenance. Help enforce rules and regulations.	Ability to operate tractor and other assorted mowing equipment. Dependable and be able to work early morning working hours. Prior golf course experience preferred. Availability to work weekends, holidays, and nights. Ability to lift 50 lbs.	6:00AM- 2:00PM	March 15	40	4/1 to 9/1	\$7.50- \$8.50/Hr.
Clubhouse Staff	Customer relations, handling start times, cash, selling concessions, golf merchandise, recordkeeping, inventory control, monitoring	Ability to communicate well, operate cash register/cash handling, dependable, self-directed, knowledge of golf, complete daily	6:00AM- 9:00PM	February 27	20-30	3/15 to 11/15	\$7.25- \$8.25/Hr.

	golfers/course play, performs opening/closing duties, assists with leagues/tourneys, general maintenance/upkeep	report forms accurately. Able to work weekends, nights & holidays. Prefer over age 19 with transportation.					
AMES/SU ICE ARENA							
Supervisor	Train/supervise concession staff. Public relations with user groups/public. Responsible for cash deposits, ice maintenance/painting, using resurfacing machine, skate sharpening, and overall cleanliness of facility.	Experience in heavy equipment and supervision of others. Able to work nights, weekends, odd hours, and holidays. Ability to communicate well, dependable, self-directed, complete daily forms accurately.	Varies	Continuous	Varies	Cont.	\$8.25-\$9.25/Hr.
Office Cashier/ Concessions	Cash-handling (admissions/deposits), concessions sales/preparation, general arena upkeep, customer service.	Strong public relation skills. Dependable and responsible. Able to work weekends, late hours, holidays, and over school breaks.	Nights and Weekends	Continuous	Varies	Cont.	\$7.25-\$8.25/Hr.

An Affirmative Action/Equal Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

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