

# City of Lander

## Job Description



<b>Title:</b>	Seasonal Program Assistant- Temporary	<b>Grade:</b>	<b>\$10.00 - \$15.00</b>
<b>Department:</b>	Parks & Recreation	<b>Effective Date:</b>	04/2019
<b>Division:</b>	Recreation	<b>Last Revised:</b>	03/2022

### GENERAL PURPOSE

Employee will supervise and/or teach youth the basics of track, t-ball, pitching machine, basketball, volleyball, soccer, tennis, climbing, bicycling and ice skating rink, counselors for camps, mountain biking, sport referee and other games. Position is a part-time seasonal position, 30 to 40 hours a week, term of position may be 3-12 weeks, depending on specific program durations.

### SUPERVISION RECEIVED

Employee works under the general supervision of the Parks Maintenance Foreman, Parks Office Manager and/or the Camp Director.

### SUPERVISION EXERCISED

Position may provide close to general supervision to part-time employees and volunteers.

### ESSENTIAL FUNCTIONS MAY INCLUDE BUT NOT LIMITED TO:

- Good communication skills with all ages
- Organize players and participants with each activity
- Will be responsible for the health and safety of all participants
- Plan, develop, and implement practices and games
- Organize and teach the basics of each sport or activity
- Ice Skating rink employee will clean, sweep, and mop floors after each shift. Receive in money and record the skate rentals. Must be able to run a cash register. Oversee skaters to enforce rules on ice. Cleaning of restrooms on each shift.
- On game days employee will assist on getting the fields ready for play and all equipment ready for games, and then put equipment away.
- Counselor for Sinks Canyon Camp
- May also supervise open gym.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Experience with sports activities and/or youth coaching.
3. Minimum Age: 16
4. Ability to Pass a drug screen and back ground check
5. Maybe required to complete various safety trainings, including but not limited to CPR.....

### WORK ENVIRONMENT:

Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Mental application

utilizes memory for details, emotional stability and discriminating thinking. Some overnight shifts maybe required for camp counselors. Moderate seasonal exposure to extreme heat or temperature change.

#### **SUPPLEMENTAL INFORMATION**

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

If you have questions regarding the background screen, pre-employment, or random drug test, please contact the Human Resource Director at (307) 332-2870 X-7 before accepting the job offer.

#### **GUIDELINES**

Employees are required to follow the City's established guidelines of the City including, but not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### **The City of Lander is an at-will employer.**

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I this employment is at-will, and no employment contract is created or implied. I understand that my job description may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

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Employee's Name (Printed)

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Employee's Signature

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Date