

**ABERDEEN PARKS, RECREATION & FORESTRY DEPARTMENT**

# **2018-2019 Fall/Winter Job Notices**

**ABERDEEN PARKS, RECREATION & FORESTRY DEPARTMENT  
FALL/WINTER POSITIONS**

**TABLE OF CONTENTS**

Volleyball Official .....	1
Men’s and Women’s Basketball Officials.....	1
Open Gym/Special Events Coordinator .....	2
Washington Street Gym Supervisor .....	2
Open Gym/Special Events Supervisor .....	3
Men’s and Women’s Basketball League Scorekeepers.....	3
Indoor Ice Arena Supervisor .....	4
Outdoor Ice Rink Supervisor.....	5
Ice Arena Skate Shop Attendant.....	5
Ice Skating Lesson Instructor.....	5
Urban Forestry Worker .....	6
Building Maintenance Worker.....	6
Facility Supervisor .....	7
Dance Instructor.....	7
Dance Assistant .....	7
Teen Center Supervisor.....	8

Fall temporary/seasonal job descriptions are available online at:

[www.aberdeen.sd.us/jobs](http://www.aberdeen.sd.us/jobs)

## **Position: Volleyball Official**

Under the supervision of Recreation Supervisor and Adult Volleyball Association Officers. Officiates volleyball matches for city league volleyball.

### **Qualifications:**

Must be mature, punctual and responsible. Training is available.

### **Examples of Duties:**

Set up and take down volleyball equipment, be responsible for keys and equipment, keep score by knowing the rules, turn in score sheets after matches.

Work hours vary in evenings of weekdays and Sundays.

### **Salary:**

\$12.00 per match plus \$1.00 per match increase for each continuous year with the Department for up to \$18.00 per match.

**Closing Date: OPEN**

## **Position: Men's and Women's Basketball Officials**

Under supervision of the Men's and Women's Basketball Associations and the Recreation Superintendent.

### **Qualifications:**

Officiating experience, complete knowledge of basketball rules. Certification or registration is not required.

### **Examples of Duties:**

Men's league games are played on Tuesday, Wednesday, Thursday evenings and Sunday afternoons and evenings. Season begins October 23 and runs through March. Women's league games are played on Monday evenings beginning late January through March.

**Salary:**  
Non-registered = \$16.00 per game  
Registered = \$18.50 per game  
Certified = \$21.00 per game

**Closing Date:** September 14, 2018 or until filled

## **Position: Open Gym/Special Events Coordinator**

Under the supervision of the Recreation Supervisor, responsible for overall direction and organization of the Open Gym Supervisors. In addition, assist the Recreation Supervisor as assigned with activities and related duties involved with the overall Recreation Division operation.

### **Qualifications:**

Must be mature, organized, enthusiastic, punctual and responsible. Have a good working knowledge of positive public relations. Must also have supervisor qualities such as being able to give direction and discipline when needed.

### **Examples of Duties:**

Check gyms nightly ensuring proper conduct is held in gyms, proper forms are filled out and assist in discipline problems. Open communication between Recreation Supervisor and Open Gym Supervisors, including being on call. Organize/inventory equipment for the gyms. Help in getting workers for special events. Work hours are mostly in the evenings and on weekends. Evening hours are 6:30-9:00 p.m. and weekend hours are 12:30-4:30 p.m. These times are approximate and may vary.

**Salary:** \$10.00 per hour with a \$.25 increase for each returning year.

**Closing Date:** September 21, 2018 or until filled

## **Position: Washington Street Gym Supervisor**

Under general supervision, performs a variety of custodial duties, supervision of the building and activities in the facility, and performs other work as assigned.

### **Qualifications:**

Good working knowledge of public relations and custodial techniques, ability to perform manual labor, work independently and follow oral and written instruction. Must be responsible and punctual. Must enjoy young children and be able to supervise them in activities and play.

### **Examples of Duties:**

Responsible for answering phone, directing people to scheduled activities, closing and securing building, monitoring building and participants, and setting up for activities including Tot Gym. Responsible for overall custodial and grounds duties including but not limited to cleaning windows, floors, carpets, restrooms, fixtures, equipment; garbage pickup and removal; snow removal; watering lawn and shrubs, report and correct safety hazards. Work directly with the public and co-workers tactfully and courteously.

Daytime hours, 8:30 a.m. to 1:00 p.m.; M, W, F

**Salary:** \$10.00 per hour with a \$.25 increase for each returning year.

**Closing Date:** Inquire for more information

## **Position: Open Gym/Special Events Supervisor**

Under supervision and direction of the Recreation Supervisor, leads activities, maintains order, distributes all equipment and is responsible for the care of the facility. Will also work special events when needed.

### **Qualifications:**

Must be able to supervise effectively, have a working knowledge of positive public relations, have the knowledge and ability to separate age groups for various activities, must be able to use discipline effectively and assert oneself as needed, have a general knowledge of basketball rules and regulations as well as other gymnasium activities, must have basic knowledge of first aid.

### **Examples of Duties:**

Unlocks and locks facility at set times. Supervises all participants and spectators within the facility, checks regularly for any unsafe conditions and reports same immediately, initiates activities and games while striving for total participation, keeps attendance records, prepares accident reports, administers first aid as necessary and maintains facility cleanliness to the best of ability. Work in pairs at one of the six locations in the City. Hours vary between 7:00-9:00 p.m. weeknights and 1:30-4:00 p.m. on Saturdays (weekends vary). Position requires a person who is responsible and punctual. Previous supervisory experience is desirable. Work special events as needed, i.e., Haunted Forest, basketball tournaments, etc.

**Salary:** \$9.00 per hour with a \$.25 increase for each returning year.

**Closing Date:** September 28, 2018 / November 23, 2018 or until filled

## **Position: Men's and Women's Basketball League Scorekeepers**

Under the supervision of the Recreation Superintendent and the Men's and Women's Basketball Associations.

### **Qualifications:**

Knowledge of basketball is desirable. Ability to work well with people.

### **Examples of Duties:**

Responsible for accurate scoring of each game, correct running of scoreclock and following directions given by game officials. Responsible for the supervision of the facility and its opening and closing. League games are played on Tuesday, Wednesday and Thursday evenings and Sunday afternoons and evenings. Season begins October 23 and runs through March.

**Salary:** \$9.00 per hour with \$.25 increase for each returning year.

**Closing Date:** September 14, 2018 or until filled

## **Position: Indoor Ice Arena Supervisor**

Under the direction and supervision of the Parks Superintendent

**Examples of Duties:** Assists park employees in the maintenance and upkeep of the indoor ice facility at the Holum Expo Building. Duties to include but not limited to:

1. Operation of ice resurfacers and various other types of hand-operated equipment.
2. To perform janitorial cleaning whenever needed to maintain the building in a clean and sanitary condition with duties to include but not limited to:
  - a. Restroom and locker facility,
  - b. Compressor and press box room,
  - c. Bleacher and seating area,
  - d. Floor surface,
  - e. General maintenance as may be assigned.
3. Take accurate mechanical and physical readings as designated by the Parks Superintendent.
4. Maintain the ice sheet in a usable condition at all times.
5. Control security of the facility by:
  - a. Locking all doors at the end of scheduled activities,
  - b. Controlling of electrical panels and light switches,
  - c. Opening the facility on a daily basis as per schedule.
6. Act as facility supervisor during recreational skating and enforced by example, respect and authority of all policies and procedures.
7. To be on duty while scheduled practices, games and events are occurring.

### **Knowledge, Abilities and Skills:**

Must have knowledge of positive public relations, be able to use good judgement, must be responsible and punctual. Must be neat and clean in appearance. Valid drivers license required.

### **Position Characteristics:**

Hours will vary – Monday through Friday evenings, Saturday and Sunday. Time of employment will be from September 5 through March 18, approximately.

**Salary:** \$11.00 per hour, depending on experience.

**Closing Date: OPEN**

## **Position: Outdoor Ice Rink Supervisor**

Under direction and supervision of the Recreation Superintendent, maintains order, cleanliness and safe conditions at their assigned facility. The Outdoor Ice Rink Supervisor will also be responsible for supervising and leading assigned activities and distribution of necessary equipment.

**Qualifications:** Must be able to supervise effectively, have a working knowledge of positive public relations, must have the abilities to identify and understand the characteristics of separate age groups. Must be able to use discipline effectively, be responsible and punctual and must have a basic knowledge of first aid.

**Examples of Duties:** Supervises all skaters and other participants and initiates assigned activities, checks facilities regularly for any unsafe conditions and reports same immediately, keeps building clean and immediate outside area free of debris, shovels snow from walkways and building entrance(s), secures building upon closing, keeps attendance records, collect skate rentals, hot chocolate sales and complete daily deposit reports, prepares accident reports and administers first aid as necessary. Outdoor Ice Rink Supervisors work at one of the two different locations in the City. Hours are from 4:00-9:00 p.m. on weekdays and 1:00-9:00 p.m. on weekends. Previous supervisory experience is desirable. Job begins in December when ice is available.

**Salary:** \$9.00 per hour with a \$.25 increase for each returning year.

**Closing Date:** November 2, 2018 or until filled

## **Position: Ice Arena Skate Shop Attendant**

Under direct supervision of Recreation Superintendent

**Examples of Duties:** Responsible for keeping attendance records, collect skating admissions and season passes, complete daily deposit reports, operate cash register, verify pass credibility, admit general public to facility, collect money and give correct change, rent skates, assist with fitting skates as necessary, sharpen skates, perform public relation duties, maintain clean work area, answer telephone and aid in the enforcement of facility rules and regulations. Lock and secure work area, perform miscellaneous duties to maintain a clean, quality facility.

**Qualifications:** Must have knowledge of positive public relations, be able to use good judgement, must be responsible and punctual. Must be neat and clean in appearance. Valid drivers license required.

**Salary:** \$9.00 per hour.

**Closing Date:** September 14, 2018

## **Position: Ice-Skating Lesson Instructor**

Under the direct supervision of the Recreation Superintendent, organizes and leads USFSA skating lessons.

**Qualifications:** Knowledge of basic skills and techniques of skating. Experience working with and teaching youth.

**Examples of Duties:** Responsible for teaching the skating lessons of various skill levels following the USFSA Basic Skills Program, planning and organizing daily lesson plans, skills testing and accurate record keeping of individual's skill levels and advancement through the program. Begins November 7 and runs through mid-February on Monday-Thursday afternoons.

**Salary:** \$9.00 per hour with a \$.25 increase for each returning year.

**Closing Date:** October 5, 2018 or until filled

## **Position: Urban Forestry Workers (Temporary)**

**Definition of Class:** Under supervision of the City Forester, Forestry Foreman and full-time forestry personnel. Responsible for assisting forestry workers with tree related tasks.

**Desired Minimum Qualifications:** Possess a valid driver's license. Be able to follow oral and written orders. Be able to work well with co-workers and possess an interest in trees and their role in the urban environment.

### **Examples of Duties:**

Assist with tree pruning and removal.  
Assist with the planting and maintaining of trees and shrubs on public property.  
Assist with insect and disease control.  
Assist with preventive maintenance of City forestry equipment.

**Salary:** \$10.00 per hour

## **Position: Building Maintenance Worker**

Under general supervision of ARCC Supervisor, performs a variety of semi-skilled tasks in the custodial, maintenance, repair and upkeep of assigned areas of facilities and performs work as assigned.

### **Qualifications:**

Good knowledge of methods, practices and techniques of custodial and maintenance upkeep and repair; skill to operate tools, equipment, machines and materials needed for maintenance and upkeep of assigned areas; ability to perform manual labor, work independently, follow oral and written instruction and to work tactfully and effectively with the public and co-workers.

Must possess and maintain a valid driver's license.

### **Examples of Duties:**

Responsible for overall custodial, grounds and maintenance duties, including but not limited to: cleaning walls, furniture, windows, floors, carpet, restrooms, fixtures, equipment and garbage; repair and replace light bulbs or fixtures; paint interior and exterior surfaces; make minor carpentry, plumbing, mechanical and electrical repairs; maintain and repair exterior and grounds, sidewalks, driveways, parking, runway; mowing and watering lawn and shrubs, snow removal; correct and report safety hazards; work directly with the public and co-workers tactfully and courteously; follow oral and written instructions appropriately.

10-25 hours per week. Possible other times are needed.

**Salary:** \$10.00 per hour with a \$.25 increase for each returning year.

**Closing Date: Inquire for more information**



**Position: Facility Supervisor**

Under direct supervision of ARCC Supervisor, responsible for supervision of buildings used by Recreation Division.

**Qualifications:**

Good working knowledge of public relations, must be responsible and punctual.

**Examples of Duties:**

Responsible for answering phone, directing people to scheduled activities, conducting routine clerical duties, closing and securing building at night, monitoring building and participants, setting up of classrooms, cleaning classrooms and facility as needed. Evening hours are 5:00-10:00 p.m. on weekdays, some weekend hours and other hours may be scheduled.

**Salary:** \$10.00 per hour with a \$.25 increase for each returning year.

**Closing Date: Inquire for more information**

**Position: Dance Instructor**

Under general supervision of the ARCC Supervisor, teach dance and creative movement to children, youth and adults.

**Qualifications:**

Previous teaching experience or training, or instruction in Physical Education or Dance required. Classes will be scheduled based on community need and instructor availability.

**Examples of Duties:**

Instruct children, youth and adults in a variety of areas including: Creative Movement, Modern Dance, Jazz Dance, Tap Dance, Ballet, Folk/Ethnic Dance (including Native American), Ballroom Dance and Country Western Dance.

**Salary:** Varies according to position.

**Closing Date: Inquire for more information**

**Position: Dance Assistant**

Under general supervision of the ARCC Supervisor, assisting Dance Instructors in teaching dance to children, youth and adults.

**Qualifications:**

Previous training in Dance required.

**Examples of Duties:**

Assist with the instruction of children, youth and adults in a variety of areas including: Movement, Modern Dance, Jazz Dance, Tap Dance, Ballet, Folk/Ethnic Dance (including Native American), Ballroom Dance and Country Western Dance.

**Salary:** Varies according to position.

**Closing Date: Inquire for more information**

## **Position Title: YAPA Teen Center Supervisors**

**Salary - \$10.00 per hour**

**Closing Date: OPEN**

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The YAPA Teen Center Supervisor is a part-time position that provides facility supervision to YAPA programs, including administrative duties and project assistance. The Site Assistant reports to the Director and works in partnership with a youth board of directors and adult advisory board and under the general direction of the City of Aberdeen Parks, Recreation and Forestry Department.

### **Responsibilities/ Job Functions**

- Accept supervision from the Youth Center Director
- Oversee and manage day-to-day facility use. Ensure youth center is ready for business prior to opening, is prepared for programs and meetings and ensures the center is properly cleaned at close, depending on shift.
- Maintain order and resolve disputes with youth center participants.
- Be responsible for developing a working relationship with, and provide the youth center participants with a positive and motivational role model during activities. This includes influencing others to maintain socially appropriate behaviors.
- Be on site as a program leader as needed during special events and programs that involve the youth center participants to assure a quality event.
- Respond positively to inquiries or complaints and keep director informed of any concerns or issues related to staff, participants, parents, and other individuals.
- Work in conjunction with youth board to arrange for scheduled programs by performing such tasks as schedule meetings, set-up for events, reserve audio equipment and order refreshments, etc.
- Maintain databases by performing such tasks as organizing information, updating information, and producing reports
- Attend and participate in all staff meetings as required.
- Work in accordance with YAPA policies and procedures.
- Perform other duties as apparent or assigned.

### **Qualifications and Characteristics**

- 18 years of age or older
- Genuine desire to work with a culturally diverse group of young adults between 11 and 19 years of age.
- Valid South Dakota Driver's License, plus good driving record to drive city vehicles.
- High School graduate or GED
- One to two years experience in working in recreation, music or youth leadership programs preferred.
- Background in working with culturally diverse programs.
- Ability to relate to people of different ages, ability to develop and maintain positive rapport with different age groups.
- Demonstrated leadership ability
- Maturity and high level of energy
- Ability to work weekend, evening, and after school hours.
- Basic knowledge of Windows applications and experience with the Internet required.