



**VILLAGE OF HOWARD  
Leisure Services Department**

**2018 SEASONAL JOB INFORMATION**

Please read the following information before filling out the application at the end of the packet.

**GENERAL INFORMATION**

- 1.) Applications must be turned in or mailed to the Village Hall at 2456 Glendale Avenue, Green Bay, WI 54313.
- 2.) Your application is an important first step in applying for a job. Since it creates a “first impression,” we suggest it be neat, clearly written (typed or printed), and complete.
- 3.) Basic requirements for any of the positions described include: High degree of cooperation, responsibility, enthusiasm, initiative, leadership, tact, courtesy, and a neat and clean appearance. You are representing the Village when dealing with the public.
- 4.) DO NOT APPLY for any position unless you have at least met the minimum qualifications.
- 5.) Final selections for jobs will be determined by your qualifications.
- 6.) VACATIONS: It is necessary to be fully staffed during the summer in order to carry on a successful department. With this in mind, all summer employees are entitled to a set number of days off for the summer – provided suitable substitutes are available. Any requests will be approved at the discretion of the Director of Leisure Services
- 7.) Background Checks are required to be performed on all staff hired.

**PLEASE KEEP THE INFORMATIONAL SHEETS, TURN IN APPLICATION ONLY.  
DEADLINE: APRIL 13**

VILLAGE MAILING ADDRESS:

Leisure Services Dept.  
2456 Glendale Avenue  
Green Bay, WI 54313  
(920) 434-4640

## **PLAYGROUND LEADER**

Responsible for the supervision, leadership, instruction and planning of all playground activities for ages 3-12 at the playground site under the direction of the Recreation Intern and/or Recreation Supervisor. Must be knowledgeable in arts-n-crafts, leading games, First Aid and record-keeping. Attendance and participation in all staff meetings and special events is required. Supervision on field trips may be required as well. Additional duties as requested.

### Minimum Qualifications

Mature, responsible, creative individual with ability to work with children and lead large groups effectively. Current First Aid & CPR Certifications are desired.

### Additional Qualifications

Previous experience working with children. Post-secondary course work in elementary education, child development and/or recreation leadership skills.

### Job Conditions

Average 25 hours per week, but some may be 30 hours; morning, afternoon and possibly some evenings. Approximately 10 weeks, 9:00 am – 4:00 pm plus Thursday morning staff meetings. Starting wage is \$9.75 per hour.

## **YOUTH GOLF INSTRUCTOR**

Responsible for leading youth group golf class. Demonstrate and teach golf techniques strategy and etiquette. Plan classes and lessons adapting to participants' skill levels. Maintains a safe and enjoyable class atmosphere for participants. Instructs the basics of golf while maintaining a positive participant experience.

### Minimum Qualifications

Mature adult, 18 years of age or older. Must have complete knowledge of golf techniques. Ability to teach scheduled classes beginning and ending on time.

### Additional Qualifications

First Aid & CPR Certifications. Previous experience teaching golf preferred.

### Job Conditions

Tuesday morning class held 9 am - 11 am. Wage: \$30/hour.

## **FITNESS INSTRUCTOR**

Responsible for leading adult group exercise. Demonstrate and teach safe exercise techniques. Plan routines and movements adapting to participants' skill and fitness levels. Maintains a safe and enjoyable class atmosphere for participants. Plans class activities and routines to provide a positive participant experience.

### **Minimum Qualifications**

Mature adult, 18 years of age or older. Must have complete knowledge of fitness techniques. Ability to teach a scheduled class beginning and ending on time including appropriate warm up and cool down. Certification in class material.

### **Additional Certifications**

First Aid & CPR certification. Previous experience teaching group fitness preferred.

### **Job Conditions**

1 or 2 evening classes per week. Wage: \$22/hr.