



**VILLAGE OF HOWARD
Leisure Services Department**

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.) Background Checks are required to be performed on all staff hired.

PLEASE KEEP THE INFORMATIONAL SHEETS, TURN IN APPLICATION ONLY.

VILLAGE MAILING ADDRESS:

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

ICE RINK SUPERVISOR

Responsible for opening and closing the rink, recording attendance, concession sales, and enforcing ice rink rules. Additional duties as requested.

Minimum Qualifications

Must be 16 years old. Mature, responsible, with ability to work with children and maintain order and discipline effectively. Current First Aid & CPR Certifications are desired.

Additional Qualifications

Previous experience working with children. Ability to work independently.

Job Conditions

Hours consist of: Weekdays 4 – 9 pm, Weekends 12 – 4 pm and 4 – 9 pm. Ice Rink staff hours dependent upon suitable ice rink/weather conditions. Ice Rink staff work alone at the ice rink. Starting wage is \$10.00 per hour.