



POSITION DESCRIPTION

POSITION TITLE: Recreation Program Assistant (Internship Opportunity)

REPORTS TO: Recreation Supervisor

EMPLOYMENT CLASSIFICATION: Part-Time

LATEST REVISION DATE: April 4th, 2024

DEPARTMENT: Parks & Recreation Department

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly

GENERAL PURPOSE

This position assists the Recreation Supervisor in the operation of recreational programs, events, and facilities, including but not limited to Sundae Thursday, July 4th Celebration, adult and youth softball, Community House, Bands on the Beach, Concerts in the Park, movie events, concession stands, set-up for events led by community organizations within parks. This position is responsible for implementing assigned tasks and activities within recreation programs and special events. The coordinator will assist with managing registrations, executing programs, answering community questions, marketing, and assembling information for recreation programs and special events. The position will work up to 40 hours per week with from June 1st through August 31st.

SUPERVISION RECEIVED

The position works under the general supervision of the Recreation Supervisor. The employee must be able to independently solve problems. Work is performed independently and is reviewed through direct review and observations of results obtained.

SUPERVISION EXERCISED

Employee provides general guidance to seasonal program employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Assist in Youth Sports Programs:** Help organize and conduct softball, baseball, soccer, and other sports activities for youth.
- **Support Day Camp Activities:** Assist in leading and organizing activities at day camps.
- **Event Assistance:** Provide support for community events, including setup and cleanup.
- **Facility Upkeep:** Help open and close facilities and ensure they are ready for use.
- **Operate Concessions:** Assist in concession stand operations during events.



- **Volunteer Support:** Help with volunteer coordination and provide support during events.
- **Registration and Customer Support:** Assist with program registrations and respond to community inquiries.
- **Event Scheduling Support:** Help prepare schedules and materials for leagues and activities.
- **Promotion Assistance:** Support the creation and distribution of marketing materials for programs and events.
- **Documentation Support:** Assist with the preparation of reports, schedules, and promotional materials.

MINIMUM DESIRED QUALIFICATIONS:

- Relevant education and/or experience in event coordination, recreation, marketing, K-12 education, or related fields.
- CPR and First aid certification or ability to obtain certification within 1 year of employment.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen
- Must be able to read, write, and speak in the English language.
- Must be of good moral character and temperate with industrious work habits and be willing to have a background check completed by Two Rivers Police Dept., and WI-CBI.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS:

- Experience using social media for promotion and marketing.
- Strong writing and editing skills.
- Requires excellent attention to detail and planning skills.
- Web site maintenance and knowledge of web related software is a plus.
- Entry level graphic design skills are a plus. (i.e. Canva, Publisher).
- Excellent customer service skills and ability to create meaningful experiences.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Requires ability to multi-task at various levels of intensity. Effective time management to meet deadlines on short notice required.



- Ability to work independently and complete daily activities according to work schedule.
- Ability to establish working relationships with employees, supervisors, and the public.
- Ability to meet high customer service standards and demands.

TOOLS AND EQUIPMENT USED

Programmable telephone, computer, copy machine, calculator, cash register and credit card machine. Computer software includes MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, Internet, Facebook, Instagram, Canva, and desktop publishing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions in an event coordinator. This may include long periods of standing, working outdoors, and setting up tables and chairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal.

SELECTION GUIDELINES

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

| POSITION INFORMATION | | | |
|---|--|--------------|--|
| Position you are applying for: | | Date: | |
| <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary | | | |

| APPLICANT INFORMATION | | | | | | | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|----------|--|
| Last Name | | First | | M.I. | | | |
| Street Address | | | | Apartment/Unit # | | | |
| City | | | | State | | ZIP | |
| Phone | | | E-mail Address | | | | |
| Date Available | | | Desired Salary | | | Comments | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for the City of Two Rivers? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, when? | | | | |
| Are you related to anyone that is employed by the City of Two Rivers? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, please state name and relationship (include in-laws): | | | | |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain: | | | | |
| Have you ever been convicted of a misdemeanor crime of domestic violence? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain: | | | | |
| Are you prohibited by state or federal law from possessing a firearm? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain: | | | | |
| Do you possess a valid Wisconsin driver's license? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Driver's License Number: | | | | |
| Do you possess a valid Wisconsin Commercial Driver's License? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Certifications: | | | | |
| Have you ever been convicted of driving under the influence of alcohol or controlled substances? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain: | | | | |

EDUCATION

| | | | |
|--------------------|------------------------------|-----------------------------|--|
| High School | | Address | |
| Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, have you passed a high school Equivalency or GED test? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| College | | Address | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> Degree |
| College | | Address | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> Degree |
| Other | | Address | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> Degree |

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

| | |
|------------------|-------|
| Full Name | Title |
| Organization | Phone |
| Relationship | |
| Full Name | Title |
| Organization | Phone |
| Relationship | |
| Full Name | Title |
| Organization | Phone |
| Relationship | |

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

| | | | | | | |
|--|--|----|--|------------------------------|-----------------------------|------------------|
| Employer | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

| | | | | | | |
|--|--|----|--|------------------------------|-----------------------------|------------------|
| Employer | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

| | | | | | | |
|--|--|----|--|------------------------------|-----------------------------|------------------|
| Employer | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

| | | | | | | |
|--|--|----|--|------------------------------|-----------------------------|------------------|
| Employer | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:

Date:

OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____