CITY OF WEST BRANCH IOWA

West Branch Parks and Recreation

201 East Main Street • PO Box 218 • West Branch, Iowa 52358 (319) 930-0393 • Fax (319) 643-2782 • www.westbranchiowa.org • melissa@westbranchiowa.org

Seasonal Park and Recreation Counselor: Average of 10-20 paid hours per week. Varied work schedule. Wage- $10.50.

Duties: Working directly under the Parks and Recreation management, duties will include overseeing existing recreation programs, administering programs, administrative duties, daily operations, assisting with special events and wellness activities, and opportunity for park and ball field maintenance. This position will be asked to work a variety of hours including days, nights, and weekends.

Requirements: Candidates must be sports/activity minded, and possess the ability and desire to work with people of all ages. The position start date is in mid-May and end date is mid-August. Start and end dates are negotiable. Must be available to work at least 40 hours July 10-14th and August 14-18. Must also be available to assist with at a Special Event on August 4 and August 5. Position requires individual to lift to 50lbs.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please contact Parks and Recreation Director Melissa Russell at melissa@westbranchiowa.org for further information.

Application deadline is April 14, 2017 or until position is filled.