

City of Two Rivers Parks and Recreation Department

Seasonal Hiring

Applications will be accepted on a rolling basis, but preference will be given to those received by April 15th. Please complete the questionnaire and a city application and submit to Laura Hooper, Parks and Recreation Office Manager at lahoo@two-rivers.org or drop off at the Community House front desk Monday-Friday, 8:00 am – 4:00 PM.

Position Title	Hours	Rate	# Of Positions Being Hired
Concession Stand Coordinator	40 hours per week, Memorial Day through Labor Day, will require some weekend work	\$13 per hour	1
Concession Stand Cashier	Up to 40 hours per week, flexible part-time hours available, Memorial Day through Labor Day, hours dependent on age, will require some weekend work	\$10 per hour	5+
Community House Attendant	Up to 19 hours per week, year-round	\$10 per hour	0
Kids Camp Coordinator and Recreation Program Support	Up to 40 hours per week, June – August	\$13 per hour	2
Kids Camp Counselor	June – August, 28 hours per week, no work week of July 4 th , could be combined with concession stand for up to 40 hours per week	\$10 per hour	2
Lifeguard	On-call hours based on set summer school schedule and regular programming schedules.	\$13 per hour	2
Park Hosts, Maintenance, and Cemetery Seasonals	Up to 40 hours per week, Memorial to Labor Day, flexible hours on weekdays, nights, and weekends available	\$10 per hour	4
Scorekeepers	Flexible part-time hours based around evening sports schedules.	\$8.50 per hour	2
Umpires	Flexible part-time hours based around evening sports schedules.	\$20-\$25 per game	1

Brief Position Descriptions

(Full job descriptions available upon request.)

Concession Stand Coordinator – This individual will be responsible for coordinating the Neshotah Beach concession stand schedule, supervising cashiers, monitoring inventory, maintaining facility cleanliness, and staffing the stand for 40 hours per week.

Concession Stand Cashier – Concession Stand Cashiers are responsible for preparing food, operating the cash register, light cleaning, and any other tasks needed to operate the Neshotah Beach Concession stand.

Community House Attendant – Attendants work year-round at the Community House. They are responsible for closing the building at night, monitoring building use during their shift, setting up tables and chairs, light cleaning, and other essential tasks for keeping the Community House open. The hours are flexible based on an individual's schedule. Nights and weekends are the primary shifts needed.

Kids Camp Coordinator and Recreation Program Support – This individual will lead the 4-hour per day Kids Camp taking place at Washington Park from June until August. The position will include working with children aged 7-12, planning daily activities, ensuring safety of all involved, supervising the Kids Camp Counselor, and any other essential tasks for operating the camp. The position will also support other recreation programs taking place during the summer such as events, sports programs, and the concession stand.

Kids Camp Counselor – This individual will lead activities with youth at our 4-hour per day Kids Camp located at Washington Park. The position will take direction from the Kids Camp Coordinator. The individual will also support other events, sports programs, and the concession stand on an on-call basis during the summer.

Lifeguard – The Recreation Department leads swim lessons during summer school and other aquatics programs throughout the year. Lifeguards will work these programs on a part-time basis and provide instruction for swim lessons.

Park Hosts, Maintenance, and Cemetery Seasonals – A variety of positions are need within our Park Maintenance and Cemetery Departments. These positions can vary from on-call to full-time based on availability and need. Park Hosts are responsible for closing and opening parks, emptying trash cans, cleaning restrooms, and other essential maintenance tasks. 40 hour per week seasonals support grounds maintenance by weed whacking, mowing lawn, trimming, and many others landscaping tasks.

Scorekeepers – Scorekeepers support summer baseball and softball by keeping track of scores at recreation department programming. No experience needed.

Umpires – Umpires are needed for summer baseball and softball. Certified Umpires are preferred, however, not required for the youngest age groups.