



CITY OF OAK PARK

DEPARTMENT OF HUMAN RESOURCES & OPERATIONS

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
Council Members
Carolyn Burns
Solomon Radner
Shaun Whitehead
City Manager
Erik Tungate

The City of Oak Park is seeking candidates to fill 35+ SUMMER/SEASONAL Positions between MAY 15, AND NOVEMBER 12)

Pool Manager (\$18.00) Reports to the Recreation Coordinator and supervises the day-to-day operations of the Outdoor Municipal Pool, staff and patrons. Must possess American Red Cross Lifeguarding, CPR for the Professional Rescuer, AED, and First Aid Certification or ability to obtain before start date. Lifeguard Training certification preferred. Water Safety Instructor certification preferred. Aquatic Facility Operator or Certified Pool Operator certification preferred. Three (3) years of experience in an aquatics setting, with knowledge of a variety of aquatics programs and events. Two (2) years of management experience in an aquatics environment required. Experience working with word-processing, and spreadsheets.

Assistant Pool Manager (\$17.00) Reports to the Outdoor Pool Manager and assists in the Supervision of the day-to-day operations of the Outdoor Municipal Pool, staff and patrons. Must possess American Red Cross Lifeguarding, CPR for the Professional Rescuer, AED, and First Aid Certification or ability to obtain before start date. Lifeguard Training certification, Water Safety Instructor certification, Aquatic Facility Operator or Certified Pool Operator certification preferred. Three (3) years of experience in an aquatics setting, with knowledge of a variety of aquatics programs and events. Must be physically able to perform duties as assigned.

Lifeguard/Swim Instructors (\$16.00) The Lifeguard/Swim Instructor is responsible for guarding their area of responsibility, responding to any level of incident around the entire facility, enforcing our rules fairly and politely, checking and maintaining pool chemicals, being responsive to member and guest requests, ensuring member safety. Must possess American Red Cross Lifeguard Training and First Aid and American Red Cross CPR for the professional Rescuer (Certification available thru the City of Oak Park.) Must be physically able to perform duties as assigned.

Pool Cashier (\$15.00) The Pool Cashier is responsible for handling and accounting for money, filing, communicating by telephone, performing simple arithmetic, typing and analyzing data or report information and dealing effectively with the public. Must possess American Red Cross CPR and First Aid certifications. (Certification available thru the City of Oak Park.) Must be physically able to perform duties as assigned.

Summer Camp Counselor (\$15.00) Responsible for providing leadership and ensuring a safe and instructive environment for the City of Oak Park's state licensed summer day camp program. Possess First Aid/ CPR Certification (Certification available thru the City of Oak

Park). Must have initiative, enthusiasm, and a love of children and be physically able to perform duties as assigned.

Field Supervisor (\$15.00) Provide leadership and supervision of facilities, activities and events at City of Oak Park Recreation functions. Must be eighteen (18) years of age, possess a valid State of Michigan driver's license and be physically able to perform duties as assigned.

Park Ranger (\$15.00) Patrols and maintains order in city parks and recreation facilities so as to promote and enhance the wellbeing, safety, and enjoyment of the facilities by the public. Must possess a valid Michigan driver's license and possess training and experience in conflict resolution.

Building Monitor (\$15.00) Maintain the security of the Community Center building during programs and rentals. Setup and breakdown community rooms for programming. Must possess a valid State of Michigan driver's license. Ability to work evenings, weekends and holidays.

Office Assistant (16.00) Provide clerical support inclusive of all tasks related to the successful day-to-day operation of a comprehensive Recreation Department consisting of various programs and facilities. Perform a variety of tasks including bookkeeping and accounting, document preparation, customer service, scheduling events, registering participants, filing, supply ordering and fee collection.

Recreation Assistant (\$16.00) Assist with the planning, implementation, instruction and administrative support of the recreation programs and special events.

Public Service Worker (\$17.00). This position performs a variety of tasks such as, but not limited to, manual labor in functions of water & sewer, parks & forestry, street maintenance and repair. Employees in this position may be assigned to any division of the Department of Public Works.

*******Minors under 18 years of age must obtain a work permit*******

GENERAL REQUIREMENTS/DISCLAIMERS:

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 intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Employees must be physically able to perform the essential functions of the position, with or without reasonable accommodation. Requests for an accommodation must be made at the time of application.

The City of Oak Park does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested.

TO APPLY: The City of Oak Park Human Resources Department invites you to visit www.oakparkmi.gov for a thorough job description and to complete an employment application.