

TOWN OF MUKWONAGO PARKS & RECREATION DEPARTMENT

EMPLOYMENT OPPORTUNITY GENERAL DESCRIPTIONS

Hired Applicants Age 17 and under will be required to obtain a Work Permit

ACTIVITY INSTRUCTOR

Salary: Based on experience

Plan and teach age-appropriate skills in a progressive sequence. Conduct organized and well executed activity sessions. Actively involve all participants. Set-up and cleans-up activity area and maintains equipment and supplies for activities. Demonstrates good judgment, and maintains a professional attitude and appearance with employees, participants, and parents. Works positively with other assigned Town of Mukwonago Parks & Recreation Department personnel, and maintains a safe environment for all participants.

CONCESSION STAND ATTENDANT

Salary : \$7.25 per hour

Under general Supervision, is responsible for food sales and preparation, cleaning and maintenance of concession stand equipment at outdoor Town of Mukwonago Parks & Recreation Department youth sporting events.

Spring Concessions – April & May, hours available Friday nights & Saturday mornings

Apply: Jan 1 – Mar 1

Summer Concessions – June & July, hours available Monday through Friday evenings

Apply: Mar 1 – May 1

Fall Concessions – Sept & Oct, hours available Fri. pm, Sat. am & Sun. afternoons

Apply: Jun 1 – Aug 1

SITE SUPERVISOR

Salary: \$9.00 - \$10.00 per hour

The Site Supervisor is a leader within the Town of Mukwonago Parks & Recreation Department who shows a high level of commitment to its success. A Site Supervisor makes decisions regarding operation of Town of Mukwonago Parks & Recreation youth sports with a focus on the safety of all employees, player's coaches and spectators who may be participating or attending activities. Site Supervisors are responsible with assisting with set-up and clean-up of playing areas, educating participants and spectators of facility policies and procedures and enforcing such policies and procedures when necessary. Good attitude and customer service skills are also essential.

Spring – Spring Soccer works April & May, works Fri. pm & Sat. am

Apply: Jan 1 – Mar 1

Summer Baseball/Softball works June & July Monday through Friday evenings

Apply: Feb 1 – Apr 1

Fall – Flag Football & Soccer works Sept & Oct Fri. pm, Sat. am & Sun afternoons

Apply: May 1 – July 1

Winter – Basketball & Volleyball works November – March Friday evenings

Apply: Jul 1 – Sept 1

YOUTH SPORTS OFFICIAL (Referee & Umpires)

Salary: See Referee/Umpire Pay Scale sheet

Officiate Town of Mukwonago Parks & Recreation Department youth team sports. Enforces rules and regulations of the specific sports; officiates activity in a professional manner, maintains professional attitude and appearance with employees, participants, coaches, and spectators; works positively with other assigned Town of Mukwonago Parks & Recreation Department personnel, and maintains a safe environment for all participants. ***Attending a mandatory informational meeting is required for all hired Sport Official's.*

Baseball/Softball Umpires (Grade 7+)

Apply: Mar 1 – Apr 15

Basketball Referees (Grade 8+)

Apply: Aug 1 – Sept 15

Flag Football Officials (Grade 8+)

Apply: Jun 1 – Jul 15

Fall Soccer Officials (Grade 7+)

Apply: Jun 1 – Jul 15

Spring Soccer Officials (Grade 7+)

Apply: Jan 1 – Feb 15

Volleyball Referees (Grade 9+)

Apply: Oct 1 – Nov 15