

**Derby Recreation Commission  
2012 SUMMER JOB POSITIONS**

<b>DEPARTMENT/POSITION</b>	<b>DATE RANGE</b>	<b>AGE REQUIREMENTS</b>	<b>WAGE</b>
<b>ART CENTER</b>			
Theatre Camp Director	June-July	18 and older	\$600-900 per session
Theatre Camp Stage Manager	June-July	18 and older	9.40 per hour
Summer Youth Art Workshop Instructors	June-July	18 and older	\$9.40 per hour
<b>ROCK RIVER RAPIDS AQUATIC PARK</b>			
Managers	May-August	18 and older	\$11.50 starting
Lifeguards	May-August	15 and older	\$7.50 starting
Cashiers	May-August	17 and older	\$7.25 starting
Guest Services	May-August	17 and older	\$7.25 starting
Maintenance	May-August	17 and older	\$7.50 starting
<b>SPORTS</b>			
Youth Baseball/Softball Umpires	June 6-July 27	15 and older	\$10-15 per game
Flag Football officials	March-October	15 and older	\$10.50 per game
Soccer Official	April 2nd-May 14th	14 and older	\$10-15 per game
Scorekeepers	March 15-October 15th	14 and older	\$6.50 per game
<b>AFTER SCHOOL/SUMMER CAMP</b>			
Recreation Leader	Late May-August	16 and older	\$7.40 starting
<b>OUTDOOR MAINTENANCE</b>			
Outdoor Maintenance	May-August	16 and older	\$7.50-\$9.50 per hour

Full job descriptions can be viewed at [www.derbyrec.com](http://www.derbyrec.com) and click on the employment button. A summary is also available at the control desk in the gym. If interested please fill out an application and submit at the Derby Recreation Center. Please be specific about the position you are applying for. Those interested in positions at the Aquatic Park should attend the Rock River Rapids Job Fair March 23, 2012 from 10AM-12 Noon. Aquatics hires will need to be available for training the entire week before Memorial day including the weekend. Please call Kathy Zech at the DRC with any questions. 788-3781.

**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Youth Official                      **Department:** Programs  
**Reports To:** Sports Director                      **Salary Range:** \$10.00- \$15.00/game  
**Last Updated:** February 2011

**Position Summary:** Responsible for officiating games on assigned dates, maintaining reasonable conduct and fair play.

**Qualifications:** at least 15 years of age. Must have some type of interest or playing background in respective sport. It is recommended that all officials be certified. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Always arrive at assignment 15 minutes prior to first scheduled contest.
2. Always wear proper officiating uniform. If you cannot afford it, the DRC will provide you with a uniform that will only be checked out for the sport season.
3. Always bring proper needed equipment and a copy of league rules with you to each assignment.
4. Responsible for working all assignments. If a substitute is necessary, contact the DRC Sports Director as early as possible and have a backup official already lined up. The Sports Director will determine if the backup person is acceptable.
5. Responsible for any DRC equipment that is checked out to you (game balls, umpire/official equip.).
6. In case of forfeits, go ahead and work the assignment with the participants that are present.
7. Inclement weather: Cancellations by the DRC are determined at 4:00 p.m. for baseball/softball and 8:00 am for all other sports. The officials make cancellations after those times on the field.
8. Responsible to put away any DRC equipment:  
Baseball/softball-bases, game balls and batter tees go in to the concession stand.  
Soccer-keep game ball all season.
9. Make sure all field or gym and scoreboard lights are turned off when you leave the facility.
10. Take scoresheets or scorebooks to the DRC when you are done with each assignment and drop them into the night deposit slot on East Side of the Community Center.
11. Attend all meetings and/or clinics assigned by DRC Sports Director.
12. Follow DRC procedures and rules for each individual league or division.
13. Work all dates and carry out all duties assigned by the Sports Director.

EDUCATION:

EXPERIENCE: Basic knowledge of the applicable sports is desirable.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt**          Full-Time/**Part-Time**          Permanent/Temporary/**Seasonal**

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Theatre Camp Stage Manager      **Department:** Programs

**Reports To:** Art Director      **Salary Range:** \$9.40/hour

**Last Updated:** January 2011

**Position Summary:** Responsible for assisting the Theatre Camp Director in the organization, instruction and promotion of a theater program for the DRC.

**Qualifications:** Responsible person with a genuine interest in the promotion of a theater program. Must enjoy working and directing younger people. Must be at least 18 years of age and possess a valid drivers license. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Assist the Theatre Camp Director in the organization and supervision of a theater program which introduces students to prop and costume design, line memorization, casting, etc.
2. Keep accurate attendance reports monthly and turn in to the Art Director.
3. Be responsible for all props and equipment checked out for usage from other theater groups.
4. Work all dates pertaining to the program.
5. Perform all duties assigned by the Theatre Camp Director and/or Art Director relating to the program.
6. Assist with publicity (i.e. posters, T-shirts, program.)
7. Make recommendations for the improvement of the program to the Theatre Camp Director and/or Art Director.
8. Insure that all facilities and equipment are properly maintained and in order after every class.
9. Coordinate snacks, practice schedule and field trip presentations with parents.
10. Incident report completed at the time of any injury accident.

**EDUCATION:** High School diploma preferred.

EXPERIENCE: Previous theatre experience desirable.

PHYSICAL REQUIREMENTS: Need to have the ability to see and hear, sit stand, stoop, bend and move about. Must possess an audible voice for communication and ability to lift up light equipment.

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Theatre Camp Director    **Department:** Programs  
**Reports To:** Art Director                      **Salary Range:** \$600-\$900  
**Last Updated:** January 2011

**Position Summary:** Responsible for the organization, instruction and promotion of a theater program for the DRC.

**Qualifications:** Responsible person with a genuine interest in the promotion of a theater program. Must enjoy working and directing younger people. Must be at least 18 and possess a valid drivers license. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Assist the Art Director in the organization and supervision of a theater program which introduces students to prop and costume design, line memorization, casting, etc.
2. Keep accurate attendance reports monthly and turn in to the Art Director.
3. Be responsible for all props and equipment checked out for usage from other theater groups.
4. Work all dates pertaining to the program.
5. Perform all duties assigned by the Art Director relating to the program.
6. Assist with publicity (i.e. posters, T-shirts, program.)
7. Make recommendations for the improvement of the program to the Art Director
8. Insure that all facilities and equipment are properly maintained and in order after every class.
9. Coordinate snacks, theatre schedule and field trip presentations with parents.
10. Incident report completed at the time of any injury accident.

**EDUCATION:** High School diploma preferred. Background in theatre.

**EXPERIENCE:** Previous theatre experience required.

PHYSICAL REQUIREMENTS: Need to have the ability to see and hear, sit stand, stoop, bend and walk about. Must possess an audible voice for communication and ability to lift up light equipment.

Exempt/**Non Exempt**

Full-Time/**Part-Time**

Permanent/Temporary/**Seasonal**

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Summer Youth Art Instructors      **Department:** Programs  
**Reports To:** Art Director      **Salary Range:** \$9.40-\$15.40/hour  
**Last Updated:** January 2011

**Position Summary:** Responsible for organizing and instructing the designated DRC art programs.

**Qualifications:** Responsible person with a genuine interest in the promotion of an arts program. Must enjoy working and directing younger people. Must be at least 18 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Maintain program folders with proper documentation of classes.
2. Conduct proper preparation prior to class to be sure projects can be finished properly.
3. Ensure proper supplies are ready prior to the beginning of a class.
4. Arrive to class at least 10 to 15 minutes early for set up.
5. Work with volunteers and aides in larger classes.
6. Ensure class area is clean after class is complete.
7. Help to advertise class or others by word of mouth to friends, neighbors, church groups, scouts and help to distribute fliers to your classes when available.
8. Communicate with Director on any concerns or needs that you may have.
9. If unable to show up for your class on time or at all for any reason, call ahead as soon as possible so arrangements can be made for someone to begin your class, substitute your class or cancellation arrangements made.
10. Inform youth of behavior expectations and manage inappropriate behavior as needed.
11. Ensure youth are picked up after class or have appropriate transportation.

**EDUCATION:** Some expertise in area of instruction

**EXPERIENCE:** Previous instruction experience desirable.

**PHYSICAL REQUIREMENTS:** Need to have the ability to see and hear, sit stand, stoop, bend and move about. Must possess an audible voice for communication and ability to lift light equipment.

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Scorekeeper                      **Department:** Programs  
**Reports To:** Sports Director                      **Salary Range:** \$6.50/game  
**Last Updated:** July 2010

**Position Summary:** Responsible for maintaining recreational facilities for the DRC program schedule.

**Qualifications:** Mature individual at least 14 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

- 1) The first scorer of the day is responsible for the game ball and gym key green card. Make arrangements to pick them up on Friday.
- 2) Arrive at gym 20-30 minutes prior to first scheduled game. First scheduled scorer of the day brings equipment bag.
- 3) Sweep the floor before the first game and then every other scheduled game.
- 4) Scorers and both officials must sign each game score sheet.
- 5) Write in final scores and circle the winning team.
- 6) Sweep the floor and pick up floor sweepings and all other trash after last game.
- 7) Lost and Found items: collect them and turn them into the Derby Recreation Commission the following Monday.
- 8) Drop score sheet results in the Derby Recreation Commission night deposit slot on the east side of the Recreation Center building.
- 9) Work all dates and carry out all duties assigned by the Sports Director.

**Additional Functions:**

EDUCATION:

EXPERIENCE: Previous experience in applicable sport desirable.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, sit and move about. Must be able to write.

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Maintenance                      **Department:** Aquatics  
**Reports To:** Aquatic Director                      **Salary Range:** \$7.50-\$9.50/hour  
**Last Updated:** January 2010

**Position Summary:** Responsible for maintenance and upkeep of pool facilities and equipment.

**Qualifications:** Mature individual at least 17 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Should maintain a certification in CPR/first aid. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Be at the appropriate position and ready to begin duties promptly according to daily schedule.
2. Complete opening cleaning duties every day.
3. Observe and enforce all pool rules and regulations.
4. Be familiar with and participate in emergency action plans as needed.
5. Complete all assigned maintenance tasks to insure pool areas and pool deck/guardroom are kept clean, neat, and orderly.
6. Report to supervisor when materials or supplies are needed.

**Additional Functions:**

1. Attend staff meetings as required.
2. Responsible for attending all in-service meetings.
3. Assist in completion of reports as needed.
4. Other tasks assigned by supervisor.

**EDUCATION:**

**EXPERIENCE:** Previous maintenance experience desirable.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun and substances such as chlorine. Need to have the ability to see and hear, sit stand, stoop, bend and walk about. Must possess an audible voice for communication and ability to up to 50 pounds.

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Recreation Leader      **Department:** Programs  
**Reports To:** Program Coordinator      **Salary Range:** \$7.40-\$9.50  
**Last Updated:** January 2011

**Position Summary:**

Responsible for coordinating a comprehensive summer camp (normally 8:30 am–5:30 pm) recreation program daily from Monday - Friday.

**Qualifications:**

Must be 16. Needs to possess a basic knowledge of fundamental recreational activities. Mature individual with strong work habits. The ideal person will be able to build healthy teaching relationships and implement programs that nurture character and strong athletic and social skills. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Supervise a recreational program to include sports, table games, arts and crafts, dramatics, and special activities.
2. Keep accurate daily attendance records and report it on the proper form to the DRC office.
3. Monitor whereabouts of assigned children and ensure safety of children at all times.
4. Deal with behavior issues in an appropriate manner.
5. Work with parents of children in program to ensure good communication and that the outreach program is flexible in meeting the needs of the family.
6. Supervise field trips
7. Wears appropriate staff attire at all times.

**Additional Functions:**

1. Be responsible for all supplies and equipment utilized during program.
2. Works all dates pertaining to the after school and summer program.
3. Attend all program training.
4. Carry out all other duties assigned by the Program Coordinator relating to the program.

**Essential Job Requirements:**

EDUCATION: A high school diploma is preferred.

**EXPERIENCE:** Experience working with children or providing recreational programs is preferred.

**PHYSICAL REQUIREMENTS:** Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, sit , stoop, bend and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt**            Full-Time/**Part-Time**            Permanent/Temporary/**Seasonal**

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12. Answer questions and provide program information.

13. Make public address announcements.

**Additional Functions:**

1. Answer the phone in a professional manner.

2. Take care of lost and found articles.

3. Attend staff meeting as required.

4. Ensure office is clean, neat and orderly.

5. Report to supervisor when materials or supplies are needed.

6. Other tasks as assigned by supervisor.

EDUCATION: Should be reasonably skilled at basic arithmetic.

EXPERIENCE: Some experience preferred. Any previous customer service experience a plus.

PHYSICAL REQUIREMENTS: Functions will be performed in an environment that may cause exposure to sun and chemical substances such as chlorine. Should be able to see and hear, move about. Must possess an audible voice for communication.

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**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Outdoor maintenance worker      **Department:** Facilities  
**Reports To:** Facility Services Coordinator      **Salary Range:** \$7.50-\$9.50/hour  
**Last Updated:** January 2011

**Position Summary:** Responsible for maintaining recreational facilities for the DRC program schedule.

**Qualifications:** Mature individual at least 16 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

All workers should note that although you will generally work a regular schedule, there will be times, because of weather and special events, that your work schedule will fluctuate. This will mean work after 5:00pm on some days as well as work on the weekends. You should be willing to work at these times when called to do so.

**Essential Job Functions (listing most important first):**

1. Upkeep and daily maintenance of athletic and recreational facilities assigned by the Assistant Facilities Services Coordinator.
2. Keep an accurate account of clock-in/out times on time clock or a time sheet when necessary.
3. Work all dates and times assigned by the Facilities Services Coordinator.
4. Train staff in proper preparation and care of equipment and facilities.
5. Work with city and school staffs to assure quality outdoor facilities.
6. Maintain vehicles, work machines, tools, equipment and work areas.
7. Other tasks assigned by supervisor. Outdoor Maintenance includes a broad scope of duties, so be prepared to perform a variety of tasks.
8. Attend staff meetings as required.
9. Responsible for attending all in-service meetings.

**EXPERIENCE:** Previous field maintenance experience desirable. Knowledge of landscaping/work equipment and tools helpful.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun and heat. Need to have the ability to see and hear, sit stand, stoop, climb a ladder, bend and walk about. Must possess an audible voice for communication and ability to lift up to 50 pounds.

Exempt/**Non Exempt**          Full-Time/**Part-Time**          Permanent/Temporary/**Seasonal**

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JOB DESCRIPTION**

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<b>Position Title:</b>	Lifeguard	<b>Department:</b>	Aquatics
<b>Reports To:</b>	Aquatic/Fitness Facility Director	<b>Salary Range:</b>	\$7.40-\$9.50/hour

**Last Updated:** January 2011

**Position Summary:** Maintains the health and safety of all guests.

**Qualifications:**

Good interpersonal skills to effectively work and communicate with co-workers, guests and general public. Must be 15 years old. Must maintain ARC lifeguard certification and CPR/PR and first aid training. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Observe and enforce all pool rules at all times.
2. Responsible for maintaining a safe and clean swimming pool environment at all times.
3. Responsible for performing necessary rescues and assisting any guests in any manner required including administering first aide, providing information, and practicing public relations.

**Additional Functions:**

1. Staff all special events and private parties.
2. Responsible for maintaining uniform in a neat clean appearance.
3. Responsible for maintaining personal fitness to be able to perform required functions.
4. Responsible for attending all in-service and staff meetings in order to keep current on policies and maintain rescue skills.
5. Report to supervisor when materials or supplies are needed.

**AT NO TIME SHOULD PERFORMANCE OF ADDITIONAL DUTIES INTERFERE WITH THE LIFEGUARD'S PRIMARY RESPONSIBILITY: SAFETY OF THE PATRONS!!**

EDUCATION: American Red Cross Lifeguard Training  
American Red Cross CPR Certifications

EXPERIENCE: Previous life guarding experience desirable

PHYSICAL REQUIREMENTS: Functions will be performed in an environment that may cause exposure to sun and chemical substances such as chlorine. Must be able to pass pre-employment water test. Should be able to see and hear, sit, stand, stoop, bend and walk about. Must possess an audible voice for communication and have the ability to perform a water rescue if necessary.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

\*Rock River Rapids lifeguards are hired on a seasonal basis and Derby Recreation Center Lifeguards are hired as permanent part time. Life guards may be assigned to either facility as needed.

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**Position Title:** Guest Services                      **Department:** Aquatics  
**Reports To:** Aquatic Director                      **Salary Range:** \$7.25-\$9.50/hour  
**Last Updated:** January 2011

**Position Summary:** Perform tasks that compliment all areas within the facility

**Qualifications:** Good interpersonal skills to effectively work and communicate with co-workers, all age group guests, and general public. Some problem solving skills. Must be 17 years old. Should maintain certifications in CPR/PR and First Aide. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Assisting any guests in any manner required including administering first aid, providing information, and practicing public relations.
2. Observe and enforce all facility rules.
3. Assist with season pass check in.
4. Maintain two bathhouses, family changing room and outside restroom in a clean and orderly fashion that includes emptying trash receptacles and making certain toilet paper dispensers are full.
5. Hand out and keep tubes in orderly fashion at both tube corrals.
6. Emptying trash receptacles throughout the facility

**Additional Functions:**

1. Weeding of assigned areas.
2. Other duties as assigned by supervisor.

**EDUCATION:** None necessary.

**EXPERIENCE:** Some experience preferred. Any previous customer service experience a preferred.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun substances such as chlorine. Need to have the ability to see and hear, sit stand, stoop, bend and walk about. Must possess an audible voice for communication and ability to lift light equipment.

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