

## DEPARTMENT OF PARKS, RECREATION & FORESTRY

2000 North Calhoun Road  
Brookfield, Wisconsin 53005-5095  
(262) 796-6675 FAX (262) 796-6671

TO: Applicants for Parks & Recreation Positions

RE: Hiring Procedure for 2019 Seasonal Positions

Thank you for your interest in a seasonal position with the City of Brookfield Parks, Recreation, and Forestry Department. Attached you will find brief descriptions of potential employment opportunities within the Recreation Division and an application form.

### Position Availability

Past summer employees are offered the opportunity to return to their positions each year. New openings for applicants are determined based on the number of returning employees.

### How To Apply

Complete the attached application and supplemental application and return to the Parks, Recreation & Forestry Department at the address listed above. Applications will be accepted beginning January 2, 2019.

### Hiring Timeline

Interviews for recreation summer positions will take place from approximately *March 4, 2019* to *April 19, 2019*. Only the most qualified candidates will be invited to interview. **Once the interview process is completed and all positions are filled, all other applicants** will be notified in writing of their application status. All applications will be kept on file and considered if additional openings occur throughout the year.

### Park Maintenance Positions

Candidates interested in Park Maintenance positions must complete a separate application, which can be obtained from the Human Resources Department. The Human Resource Department will facilitate the hiring process for all Park Maintenance positions.

If you have questions, please contact the Parks, Recreation & Forestry Department at your convenience.



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TO: Applicants for Parks and Recreation Positions

RE: Potential Employment Opportunities

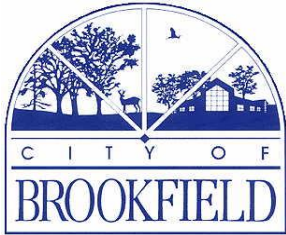
**APPLICATIONS ARE BEING ACCEPTED FOR THE FOLLOWING POSITIONS:**

POSITION	PAY RATE/HR	SEASON/SCHEDULE	MINIMUM QUALIFICATIONS
Lifeguard - Full Time	\$10.50	<u>Summer</u> Approx. 40 hrs/wk Late May - Late August	American Red Cross Lifeguard Certification, Age 15
Lifeguard - Part Time	\$10.50	<u>Summer</u> Approx. 20-30 hr/wk Late May - Late August	American Red Cross Lifeguard Certification, Age 15
Swim Instructor	\$11.50	<u>Summer</u> Approx. 20-30 hr/wk Late May - Late August	American Red Cross Water Safety Instructor Certification, Age 16
Swim Instructor Aide	\$10.50	<u>Summer</u> Approx. 20 hr/wk June - August	American Red Cross Lifeguard Certification, Age 16
Pool Attendant	\$8.00	<u>Summer</u> Approx. 20 hr/wk Late May - Late August	Minimum Age 14 Preferred Age 16
Tennis Instructor	\$10.00	<u>Summer</u> Approx. 25-30 hr/wk Late May - Late August	Strong tennis background, prefer teaching experience. Graduating high school senior or older
Day Camp Leader	\$10.00	<u>Summer</u> 34 hr/wk June - August	Crafts, games, nature background; experience working with children; Age 18
Youth Baseball or Softball Field Site Supervisor/ Umpire	\$11.00	<u>Summer</u> Approx. 12-14 hr/wk Mid May - August	Strong baseball or softball background, prefer leadership/ officiating experience, Age 18

**Over**

POSITION	PAY RATE/HR	SEASON/SCHEDULE	MINIMUM QUALIFICATIONS
Baseball Umpire: Gr. 3-6	\$9.00	<u>Summer</u> 2-8 games/wk June - August	Age 16
Baseball and Softball Umpire: Gr. 7-8	\$9.00	<u>Summer</u> 2-4 games/wk June - August	High School
Softball Umpire: Gr. 3-6	\$9.00	<u>Summer</u> 2-8 games/wk June - August	Age 16
T-Ball Instructor	\$9.00	<u>Summer</u> 2-6 sessions/wk June - August	Age 16
Lifeguard	\$10.50	<u>Fall/Winter/Spring</u> Approx. 2-4 hr/wk Sept - May	American Red Cross Lifeguard Certification; Age 15
Flag Football Official	\$25.00 per game	<u>Fall</u> Saturday Sept – Mid Oct	Age 16
Basketball Scorer	\$9.00	<u>Fall/Winter</u> Nov – February	High School
Basketball Site Supervision	\$11.00	<u>Fall/Winter</u> Nov- February	Strong basketball background, prefer leadership/ officiating experience. Age 18
Fitness Instructor	\$20.00	<u>Year Round</u>	Background/and or experience in exercise instruction; Age 18

# Job Application – Department of Parks, Recreation and Forestry



THE CITY, IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP OR DISABILITY, CREED, SEXUAL ORIENTATION, ANCESTRY, ARREST OR CONVICTION RECORD, CITIZENSHIP STATUS, MARITAL STATUS, VETERAN STATUS OR MEMBERSHIP IN THE NATIONAL GUARD, STATE DEFENSE FORCE, OR ANY RESERVE COMPONENT OF THE MILITARY FORCES OF THE UNITED STATES OR WISCONSIN, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW. THE CITY ALSO IS REQUIRED BY LAW, BECAUSE OF ITS ASSOCIATION WITH THE FEDERAL GOVERNMENT, TO TAKE AFFIRMATIVE ACTION TO EMPLOY WOMEN, MINORITIES, OTHERWISE QUALIFIED INDIVIDUALS, AND VIETNAM/DISABLED VETERANS, THE CITY IS AN EQUAL OPPORTUNITY EMPLOYER.

(PRINT) LAST NAME	FIRST	M	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRESENT ADDRESS		CITY	STATE	ZIP	PHONE NUMBER
HAVE YOU PREVIOUSLY APPLIED AT OR BEEN EMPLOYED BY THE CITY OF BROOKFIELD? IF YES EXPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER BEEN CONVICTED OF, OR DO YOU CURRENTLY HAVE A CHARGE PENDING, FOR ANY FELONY, MISDEMEANOR OR OTHER CRIMINAL OFFENSE EXCLUDING MINOR TRAFFIC VIOLATIONS? IF YES, EXPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO			
HOW DID YOU FIND OUT ABOUT US?		EMAIL ADDRESS			

## EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	GRADUATE? YES OR NO	DEGREE RECEIVED	MAJOR FIELD OF STUDY
HIGH				
COLLEGE				

## WORK HISTORY (LIST ALL PAST PERIODS OF EMPLOYMENT, LISTING MOST RECENT EMPLOYER FIRST AND SO ON)

DATES OF EMPLOYMENT MONTH & YEAR	1. NAME OF COMPANY 2. ADDRESS OF COMPANY 3. IMMEDIATE SUPERVISOR & PHONE #	JOB TITLE & TYPE OF WORK PERFORMED	WAGE OR SALARY	REASON FOR LEAVING	MAY A REFERENCE BE MADE WITH THIS EMPLOYER? YES OR NO
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:

### Acknowledgement of Truthfulness

I certify that the answers and information contained in this application (and accompanying resume, if any) are true and correct to the best of my knowledge. I understand that falsification, misleading statements, or omissions concerning this application (and accompanying resume, if any) disqualifies me from further consideration and if discovered after hire will result in termination of my employment. I understand that the City of Brookfield shall not be held liable in any way for my termination because of the falsity or misleading nature of statements, omissions or answers given by me on this application (and accompanying resume, if any).

### At Will Employment

I understand that filling out this application does not obligate the City of Brookfield to offer me a job. I understand and acknowledge that my employment, benefits, and compensation are "at-will" and can be terminated with or without cause for any reason consistent with applicable state and federal law, city ordinance, or collective bargaining agreement, and with or without notice at the option of the City of Brookfield or myself. I understand this application is not a contract of employment, express or implied. I understand no representative of the City of Brookfield other than the Common Council of the City of Brookfield has any authority to enter in to any oral or written agreement for employment for any specified period of time or to negotiate any agreement contrary to the foregoing.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

# BROOKFIELD PARKS, RECREATION & FORESTRY DEPARTMENT

## SUPPLEMENTAL APPLICATION INFORMATION

All pertinent areas on this form must be filled out to be considered for employment by the Parks & Recreation Department. Failure to do so will be cause for application to not be considered.

### RECREATION AND AQUATICS JOB CATEGORIES

Please list your preference for each position you are interested in by placing a 1, 2, & 3 on the blanks below (up to a maximum of 3 positions).

	Wiberg Aquatic Center Manager		Day Camp Supervisor		Flag Football Official
	Wiberg Aquatic Center Assistant Manager		Day Camp Leader		Open Gym Supervisor
	Swim Lesson Supervisor		Day Camp Specialist - Nature		Jr./Sr. Bucks Basketball Scorer
	Swim Lesson Instructor		Day Camp Specialist – Arts & Crafts		Youth Basketball Site Supervisor
	Swim Lesson Instructor Aide		Arts & Crafts Instructor		Youth Basketball Scorer
	Lifeguard Training Instructor		Tennis Instructor		Fitness Instructor
	Diving Lesson Instructor		Adult Softball Umpire		Other
	Aqua Exercise Instructor		Youth Softball/Baseball Site Supervisor		
	Lifeguard		Youth Softball/Baseball Umpire		
	Wiberg Aquatic Center Attendant		Youth Softball/Baseball T-ball Instructor		

### REFERENCES

Name Address Phone

1.

2.

- OVER -

### RECREATION SKILLS

In the following list of activities, check the box next to those activities in which you have taken part or had special training, double check those you have organized, directed, and in which you are prepared to train or lead others.

Baseball	Synchronized Swim	First Aid
Softball	Aerobic Exercise	CPR
Tennis	Painting	Hiking
Basketball	Drawing	Canoeing
Football	Art	Camping
Volleyball	Ballroom Dance	Active Games
Gymnastics/Tumbling	Line Dance	Singing
Track	Square Dance	Nature Lore
Golf	Ballet	Other (list):
Swimming	Bridge	
Archery	Outdoor cooking	
Ice Skating	Camp crafts	

### AQUATIC APPLICANTS ONLY

Indicate the following certifications you have received by entering the year which you received that certification on the line preceding the category.

Exp. Date	Certification	Exp. Date	Certification
	Lifeguard Training		Lifeguard Training Instructor
	WSI		Other (list):

### APPLICANT COMMENTS

Please list below why you are applying for the position and what special qualifications you would have to offer the Parks and Recreation Department if you were selected.

**APPLICANTS SELECTED FOR EMPLOYMENT MAY BE SUBJECT TO A PERSONAL BACKGROUND CHECK BEFORE BEING SELECTED FOR EMPLOYMENT OR AS A VOLUNTEER.**

Print Name

Signature of Applicant

Date