

Town of Wolfeboro, NH

**POSITION: Assistant Swim Team Coach
Recreation**

DEPARTMENT: Parks &

GENERAL SUMMARY

The Assistant Swim Team Coach will assist the head swim coach for the Wolfeboro Swim Team by providing technical training and coaching, helping organization of meets and events, helping coordinating with the Swim Team Parents Booster Club, and leading and mentoring the 6-18 year olds who make up the team. This position not only requires great coaching skills and a love for swimming, but an ability to interact in a positive manner with parents and the general public. The Wolfeboro Swim Team practices at Brewster Beach on the shores of beautiful Lake Winnepesaukee. This position is 30 hours/week and requires some travel throughout New Hampshire. This is a seasonal position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist head coach in running daily practices, 9am to 12:15pm, Monday through Friday from 6/20/16-8/6/16
- Assist in teaching Introduction to Competitive Swimming Class, 12:30 to 1:15pm.
- Organize equipment, supplies and materials.
- Provide communications for parents and team members.
- Attend Granite State Swim Association meet planning meetings.
- Attend all Swim Meets.
- Organize travel logistics for Swim Meets.
- In cooperation with the Parents Booster Club, organize all home meets.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School Graduate and at least 18 years of age preferred.
- Some Swim Coaching experience is preferred.
- Background in competitive swimming.
- Youth Leadership and/or Coaching experience

Knowledge, Skills and Abilities

- Must possess valid Driver's License with clean driving record.
- CPR certified

SUPERVISION EXERCISED

- Coaches and mentors members of the Wolfeboro Swim Team

TOOLS AND EQUIPMENT USED

Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform a task.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and see. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 75 pounds.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Wolfeboro, NH

GENERAL SUMMARY

The Summer Maintenance Crew will perform basic maintenance tasks throughout Wolfeboro's 5 Parks, 3 Beaches, Public Buildings and Grounds, Ice Arena, Ski Area, Town Cemeteries and other facilities. Working under the direction of the Maintenance Crew Leader, the Maintenance Crew will complete projects that make Wolfeboro a more safe and beautiful place for residents and visitors alike. The Maintenance Crew will serve in the eye of the public and we expect the highest level of Customer Service and ability to interact in a positive manner with the public. This is a seasonal position that runs from mid-May through mid-September. The position is 40 hours per week, Monday through Friday, 7am to 3pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mowing, trimming and turf care in Wolfeboro's many parks, public grounds, cemeteries and other outdoor areas.
- Basic pruning and small tree removal.
- Landscaping, weeding and planting.
- Raking, cleanup and debris removal.
- Trash pickup and public restroom cleaning.
- Trail clearing and maintenance.
- Painting buildings, benches and fences.
- Set up and take down for Special Events.
- Perform basic carpentry and plumbing projects.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience**

- High School graduate or at least 18 years of age preferred.
- 2 seasons of landscaping, trail maintenance or other outdoor work desired.

Knowledge, Skills and Abilities

- Must possess valid Driver's License with clean driving record.
- Ability to operate "push" and ride-on lawn mowers and other power equipment.
- Ability to safely operate a chainsaw.
- Ability to use a variety of hand tools such as shovels, pruners, etc...
- Basic Carpentry and Plumbing skills desired.

SUPERVISION EXERCISED

None.

TOOLS AND EQUIPMENT USED

Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform a task.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and see. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 75 pounds. This position requires **heavy manual labor** for periods of up to 10 hours at a time.

Interested applicants should send resume to parksdirector@wolfeboronh.us or call 603-569-5639.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

GENERAL SUMMARY

Under general direction of the Assistant Director, the WREC Crew Counselor will supervise Teens ages twelve to fifteen years old. They will facilitate, monitor and participate in all activities including field trips, overnight trips, and sports and games. While doing so, the counselor is expected to serve as an appropriate role model for the teens in his/her care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise participants at all times.
- Pack and organize for overnight field trips.
- Work closely with partnering recreation departments.
- Perform other duties that maybe assigned by Assistant Director/Director.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- At least 21 years of age preferred.
- Past experience with children ages 12-15 years old.

Knowledge, Skills and Abilities

- Desire and ability to work with teens outdoors.
- Ability to accept supervision and guidance.
- Able to lead a group and work with other groups.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- CPR/First Aid Certification (provided during Counselor Training).

TOOLS AND EQUIPMENT USED

Related peripherals; Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform an activity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 50 pounds.

Interested applicants should fill out an application and send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

TENNIS COORDINATOR

JOB SUMMARY:

Tennis Coordinator to coordinate other Instructors with lessons as well as teaching youth through adult, beginner, intermediate and advanced stroke mechanics and court strategies for tennis in an outdoor setting. This position is starting at \$12.00/hourly June-August 2016, up to 30 hours a week.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Tennis Coordinator will:

- Supervision and lead tennis instructor.
- Provide training and instruction in tennis techniques to both youth and adults.
- Teach and monitor proper use of equipment.
- Inspect equipment daily for repairs.
- Keep attendance records on all participants.
- Submit orders and requests for equipment and supplies when needed.
- Oversee in the planning and organization of the lessons, prior to the start of lessons.
- Oversee the registration of late registrants.
- Ensure a safe and fun environment that promotes enjoying the sport for exercise and fun.
- Evaluate tennis instructors and current sessions and make suggestion for following sessions.

Minimum Qualifications, Training, or Experience to Start:

- Possession of a valid New Hampshire driver's license.
- High School diploma or GED equivalent.
- 21 year or older preferred.
- Strong knowledge of the game of tennis.
- Ability to supervise staff and participants.
- Pass a background check.

Physical Requirements: While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects. The position requires mobility. This position requires proficient tennis ability.

Interested applicants should send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.

TOWN OF WOLFEBORO JOB DESCRIPTION TENNIS INSTRUCTOR

JOB SUMMARY:

The Tennis Instructors will work under direct supervision of the Tennis Coordinator teaching youth through adult, beginner, intermediate and advanced stroke mechanics and court strategies for tennis in an outdoor setting. Some weekends maybe required. This position is up to 20 hours per week June-August 2016. This is a seasonal position.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Tennis Instructor will:

- Provide training and instruction in tennis techniques to both youth and adults.
- Teach and monitor proper use of equipment.
- Inspect equipment daily for repairs.
- Keep attendance records on all participants.
- Submit orders and requests for equipment and supplies when needed.
- Assist in the planning and organization of the lessons, prior to the start of lessons.
- Assist with registration of late registrants.
- Provide a safe and fun environment that promotes enjoying the sport for exercise and fun.
- Evaluate current sessions and make suggestion for following sessions.

The Summer Tennis Instructor will perform all other duties as specified by his or her supervisor(s).

Minimum Qualifications, Training, or Experience to Start:

- Possession of a valid New Hampshire driver's license.
- High School diploma or GED equivalent.
- Strong knowledge of the game of tennis.
- Ability to supervise participants and accept supervision.
- Must be at least 18 years of age.
- Agree to background check.

Physical Requirements: While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects. The position requires mobility. This position requires proficient tennis ability.

Interested applicants should send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.

**TOWN OF WOLFEBORO
JOB DESCRIPTION
ADULT SAILING INSTRUCTOR/SAILBOAT SHARING LEAD**

JOB SUMMARY:

The Adult Sailing Instructor/Sailboat Sharing Lead will work under the direct supervision of the Aquatics Director and is responsible for instructing the adult sailing program, and seeing that all sailing equipment and supplies are ready each day for sailing lessons. Along with leading the Sailboat Sharing Program.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

- Instruct class participants in the sport of sailing, according to their class and individual level (beginner to advanced). Participant ages range 18 and up.
- Help prepare sailing equipment and supplies daily for participants.
- Lead participant lessons and provide supervised activities. Establish and communicate expected conduct to ensure a safe learning environment.
- Ability to run a safety boat.
- Ensure the proper handling of first aid and emergency situations.
- Ability to perform minor boat and sail maintenance.
- Communicate with class participants both verbally and in writing.
- Ability to work independently and with Supervisor.

- Assist with hosting Lake Wentworth Sailing Regatta.
- Comfortable using a computer for online Sailboat requests.
- Able to respond to requests in a timely manner.
- Test participants on skills.

Minimum Qualifications, Training, or Experience to Start:

- Desire current certification as a Sailing Counselor or an equivalent certification that is approved by the U.S. Coast Guard and National Association of State Boating Law Administrators.
- Must have previous experience related to instructing and/or sailing
- Must possess or obtain a New Hampshire Safe Boating Certificate.
- Must have a thorough understanding of equipment and supplies used in a sailing program.
- Must possess or obtain Basic First Aid & CPR Certification.

Physical Capabilities

- Physical strength and ability to lift up to 50 pounds.
- Stamina to occasionally stand and walk for a minimum of four hours.
- Must be at least 18 years old.

To apply, send current resume to parksdirector@wolfeboronh.us or mail to Wolfeboro Parks and Recreation, PO Box 629, Wolfeboro, NH 03894.

For further information, contact Wolfeboro Parks and Recreation at 603-569-5639 or parksdirector@wolfeboronh.us

Town of Wolfeboro, NH

**POSITION: Summer Maintenance Crew--Cemeteries
Recreation**

DEPARTMENT: Parks & Recreation

GENERAL SUMMARY

The Summer Cemetery Maintenance Crew will perform basic maintenance tasks throughout Wolfeboro’s Town Cemeteries and other facilities. Working under the direction of the Maintenance Crew Leader, the Cemetery Maintenance Crew will complete projects that make Wolfeboro a more safe and beautiful place for residents and visitors alike. The Cemetery Maintenance Crew will serve in the eye of the public and we expect the highest level of Customer Service and ability to interact in a positive manner with the public. This is a seasonal position that runs from mid-May through mid-September. The position is 12-16 hours per week, 7am to 3pm on Wednesdays and Fridays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mowing, trimming and turf care in Wolfeboro’s cemeteries and other outdoor areas.
- Basic pruning and small tree removal.
- Landscaping, weeding and planting.
- Raking, cleanup and debris removal.
- Painting buildings, benches and fences.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School graduate or at least 18 years of age preferred.

- 2 seasons of landscaping, trail maintenance or other outdoor work desired.

Knowledge, Skills and Abilities

- Must possess valid Driver's License with clean driving record.
- Ability to operate "push" and ride-on lawn mowers and other power equipment.
- Ability to safely operate a chainsaw.
- Ability to use a variety of hand tools such as shovels, pruners, etc...
- Basic Carpentry and Plumbing skills desired.

SUPERVISION EXERCISED

None.

TOOLS AND EQUIPMENT USED

Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform a task.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and see. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 75 pounds. This position requires **heavy manual labor** for periods of up to 8 hours at a time.

Interested applicants should send resume to parksdirector@wolfeboronh.us or call 603-569-5639.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

TOWN OF WOLFEBORO JOB DESCRIPTION LIFEGUARD/ WATER SAFETY INSTRUCTORS

JOB SUMMARY:

Lifeguards and Water Safety Instructors work under the direct supervision of the Aquatics Director. A Lifeguard employed with Wolfeboro Parks and Recreation is responsible for the health, safety and welfare of those using the Town's Beaches. A Lifeguard's major responsibility is active lifeguarding to include: observing swimmers in and out of the water, enforcing regulations, and the prevention of accidents at the Town's Beaches. The beach facilities are used for recreational swimming & play, lap swimming, and other special programs. In addition, lifeguards are employed to perform maintenance assigned duties when not actively serving in the role as a lifeguard. These duties may include cleaning, beach caretaking, painting projects or any other beach projects.

A Water Safety Instructor will also teach swim lessons.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS

- Current certification in Lifeguarding, First Aid, and CPR for the Professional Rescuer is required
- Water Safety Instructor (WSI) Certification (if applicable)
- Report for duty 15 minutes prior to the beginning of the shift.
- Hourly cleaning of beach and facilities.
- Enforce all rules and policies.
- Maintain a positive rapport and image with the patrons.

- Report any difficulties, complaints, accidents, and damages to the Aquatics Director and The Director of Parks and Recreation
- Keep certifications current.
- Attend mandatory meetings and in-service trainings.
- Perform other duties as directed or assigned by supervisors.

Minimum Qualifications, Training, or Experience to Start:

- Must be at least 15 years old.
- Lifeguards must be currently certified with Red Cross Lifeguard Training or equivalent level of training, and must possess current certification in Red Cross Basic First Aid and CPR.
- Ability to supervise participants and accept supervision.
- Agree to background check.

Physical Requirements: While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties require attentiveness to visual and audible cues for recognition and identification of swimmers in distress or in process of unsafe behaviors. The position requires proficient swimming ability and the proper application of rescue and first-aid techniques. This position requires the ability to properly extract victims from the beach.

Interested applicants should send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.

