

2024 Summer Employment



Temporary Spring & Summer Positions

Part-time and Full-time

Forestry * Parks * Community Recreation Center * Pools

<https://greatfallsmt.net>

EOE. Currently accepting applications for all summer positions listed. All positions in this flyer are considered temporary positions. Depending on duration of employment, benefits may include sick and vacation accruals, prorated holiday pay, and optional retirement contributions.

For information contact Human Resources @ 455-8545. All applications available at <https://www.governmentjobs.com/careers/greatfallsmt>



Temporary Labor

Salary: \$19.28 Hourly (subject to Collective Bargaining Agreement)

39 positions available

3 to 6 months

Frequently exposed to inclement weather.

- ◆ Ability to follow oral and written instructions, establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- ◆ Ability to perform heavy physical work and to lift and carry up to 50 pounds; the ability to stand, walk, sit, bend, twist, reach, climb, crawl, pull, push, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate hand and power tools, maintenance equipment and a motor vehicle; the ability to talk and hear in person, telephone or two-way radio; and the ability to see and read instructions and reports.
- ◆ Ability to run large and small equipment.
- ◆ High school diploma or equivalent.
- ◆ Possession of valid Montana Driver's License.
- ◆ Must be 18 years of age or older (in compliance with Child Labor Laws – equipment required to operate and driving responsibilities)

Parks

General schedule is Monday – Friday, 40 hours per week.

Performs duties in irrigation, mowing, trimming and all general maintenance and cleaning of city parks and facilities.

- ◆ Knowledge in turf maintenance.
- ◆ Manual watering of parks.
- ◆ Knowledge of commercial riding mower/weedeaters.
- ◆ Knowledge of irrigation repair desirable.
- ◆ Turf & Ornamental Pesticide license desirable.
- ◆ Knowledge of fertilizers.

Horticulture Technician

General schedule is Monday – Friday, 40 hours per week. Hours can be flexible. 3 to 4 Months (May—September)

- ◆ Waters, weeds, prunes, fertilizes and provides general care of annual and perennial flower beds throughout City owned parks.
- ◆ May involve caring for shrub beds and other landscaped areas in the City.
- ◆ Knowledge of, and the ability to implement, the proper procedures for caring for annual and perennial flowers preferred.

Urban Forestry

General schedule is Monday – Friday, 40 hours per week.

Duties include tree planting and watering, shrub and landscape care and maintenance, and performing large tree removal and care.

- ◆ Knowledge of, and the ability to implement, the proper procedures for maintenance and care of large and small trees and shrubs, including large tree removal.
- ◆ Knowledge of and experience with urban forestry/landscape maintenance equipment, light trucks and other vehicles.
- ◆ Knowledge of and experience with the installation and care of annual and perennial flowers.

Dutch Elm Disease Inspector

General schedule is Monday – Friday, 40 hours per week. Hours can be flexible. 3 to 4 Months (May—September)

- ◆ Inspecting, identifying, sampling and culturing for Dutch Elm Disease of all public and private Elm trees located in Great Falls.
- ◆ Enforcing City codes pertaining to diseased trees; maintaining computerized and hard copy records; providing public relations and education.
- ◆ May perform tree inventory work, disease and insect identification; prepare reports; and work with Urban Forestry crews.
- ◆ Ability to properly identify trees and knowledge of the signs, symptoms, sampling procedures, and laboratory culturing techniques of Dutch Elm Diseases preferred.

Community Recreation Center

Salary Range: \$10.30-\$15.00

Hours and schedules vary

- ◆ Possession of a valid Montana Driver's License.
- ◆ 16 years of age or older .
- ◆ Ability to follow oral and written instructions, establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- ◆ Must be professional and customer service oriented.
- ◆ Ability to collect user fees, maintain and account for funds collected.
- ◆ Ability to enforce policy rules and regulations and warn users of existing safety hazards.
- ◆ Ability to manage conflicts or disputes arising in a calm and appropriate manner.
- ◆ Ability to problem solve and take initiative.
- ◆ Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- ◆ The ability to talk and hear in person or telephone.
- ◆ Ability to perform moderate physical work and lift and carry 25 to 50 pounds; the ability to stand, walk, sit, bend, twist, kneel, reach, push, pull, grasp, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a motor vehicle; the ability to talk and hear in person or by telephone; the ability to see and read instructions and reports.

Camp Counselors/Lead Counselors

- ◆ Salary Range: \$13.25-\$15.00
- ◆ M-F Shifts Range between 7:30 a.m. - 5:30 p.m.
- ◆ 30-40 hours/week - Counselors
- ◆ Must have a desire to work with, and provide direction to children ages 5-12.
- ◆ Energetic, creative, and problem solver .
- ◆ Ability to communicate creative ideas and suggest projects for implementation.
- ◆ Some knowledge or experience with the following types of camps: Sports, Drama, Dance, Hiking, Mountain Biking, Swimming, Gymnastics, and Art.
- ◆ Training in early childhood development desirable.
- ◆ If 18 or older, ability to drive a 15 passenger van.

Fitness Instructor

- ◆ \$15.00 per class
- ◆ Group fitness or other fitness certification
- ◆ CPR Certified.
- ◆ Looking for a.m. classes/boot camp and some evenings.

Recreation Aid

Monitors facility and tournament games during operating hours.

- ◆ Salary Range: \$10.30
- ◆ M-F 6:00 a.m. - 10:00 a.m.
3:30 p.m. - 10:00 p.m.
- ◆ Sat 9:00 a.m. - 6:00 p.m.
- ◆ Computer Skills
- ◆ People Skills
- ◆ Game Scoring Skills
- ◆ Perfect position for individual that needs to juggle academics and work!

Aquatics

Salary Range: \$13.25—\$15.00

Late May-Early September

Available positions include evenings and weekends. Frequently exposed to inclement weather

- ◆ 15 years of age or older .
- ◆ Enforce policies, rules/regulations, safety, control and conduct of patrons at facilities.
- ◆ Follow written and oral instructions. Professional and customer service oriented.
- ◆ Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- ◆ Respond quickly to emergency situations and administer First Aid if necessary.
- ◆ Ability to maintain proper maintenance and sanitary operations. May perform water quality testing.
- ◆ Thorough knowledge of the principles, practices, and application of lifesaving and first aid techniques.
- ◆ Thorough knowledge of emergency services and auxiliary services available in the community in the event of an accident.
- ◆ Current, or upon being hired, be certified in ARC, YMCA, or Ellis Lifeguard Certificate or equivalent. Current CPR/PR, Basic First Aid, AED, oxygen administration and disease transmission.
- ◆ Ability to perform moderate to heavy work, lift up to 100 pounds occasionally; lift and carry up to 25 pounds regularly; the ability to swim, stand, walk bend, pull, push, kneel and climb and similar body movements; possession of hand/eye coordination to use pool equipment; ability to talk and hear in person and by telephone; and ability to see and read instructions.
- ◆ Possession of a valid Montana Driver's License.

Lifeguard

Assists pool patrons and performs lifeguard tasks. Conducts programs in the pool, including swimming lessons, special events, and aquatic programs. Maintains and operates classes and instruction to ensure quality and safety.

- ◆ Upon hire, must be certified in one of the following: ARC, YMCA, or Royal Canadian Lifesaving Association Lifeguard Certificate or equivalent.
- ◆ Knowledge of the use and application of water rescue methods and lifesaving.
- ◆ Strong swimming background, with the ability to pass a swimming test.
- ◆ Demonstrates ability to oversee daily operation of aquatic facility and its patrons.

Head Lifeguard

Maintains effective supervisory and working relationships with co-worker's, other supervisors, and the general public. Assists pool patrons and performs lifeguard tasks. Participates with lifeguards in guard rotations. Serves in the capacity of facility manager in their absence and performs other related duties as may be assigned.

- ◆ Minimum six months at an indoor aquatic facility or one summer season at an outdoor facility as a lifeguard and swim instructor.

Pool Cleaner

- ◆ Work independently without supervision.
- ◆ Cleaning locker rooms, shower areas, and lavatory facilities. Collecting trash.
- ◆ Cleaning and squeegee off pool deck.
- ◆ Vacuum swimming pool bottom. Work with pumps/motors with running pool filtration system.
- ◆ Ability to operate and maintain small/medium equipment.
- ◆ Ability to perform heavy physical work and to lift and carry up to 75 pounds.

CONCESSIONS

Cashier/Concession Staff

Salary Range: \$10.30

20 Positions available

March - September

Available positions include evenings and weekends

Provides customer service, concession sales, food preparation, general cleaning and maintenance at the Multi Sports Complex, Electric City Water Park, and Neighborhood Pools.

- ◆ Follow written and oral instructions. Professional and customer service oriented.
- ◆ Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- ◆ Operates standard cooking equipment such as grills, cookers, and microwaves.
- ◆ Prepares food according to safety directions, takes orders and performs cashiering duties.
- ◆ Cleans and sanitizes work area and equipment in order to maintain food service areas according to standards.
- ◆ Responsible for maintaining sanitary serving and eating areas, mopping service areas, collecting and emptying trash. Washes dishes, utensils, and sanitizes drains. Restocks food, snack bar products, utensils and condiments.
- ◆ Ability to perform moderate physical work and to lift and carry up to 50 pounds; the ability to stand, walk, sit, bend, twist, kneel, grasp, push, pull, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a cash register, food preparation utensils and equipment, the ability to talk and hear in person or by telephone; and the ability to perform basic arithmetic calculations, read and follow oral and written instructions.
- ◆ Must be 18 years of age or older to sell alcohol if working in the Multi Sports area (in compliance with Child Labor Laws– equipment required to operate and alcohol sales).

Concession Assistant Manager

Salary Range: \$13.25

2 Positions available

March - September

Available positions include evenings and weekends

Determines, assigns and supervises employees to work concessions at Electric City Water Park and/or Multi Sports. Develops, maintains and solicits an inventory of food products and conducts reorders as necessary. Counts and records all concession sales; prepares money for deposit; and prepares reports. Directs staff in the preparation of food.

- ◆ Supervisory experience necessary. Substantial knowledge of public health laws and licensing regarding commercial food service. Knowledge of bookkeeping principles and practices helpful.
- ◆ Ability to perform moderate physical work and to lift and carry up to 50 pounds; the ability to stand, walk, sit, bend, twist, kneel, grasp, push, pull, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a cash register, food preparation utensils and equipment, the ability to talk and hear in person or by telephone; and the ability to perform basic arithmetic calculations, read and follow oral and written instructions.
- ◆ Must become TIPS (Training for Intervention Procedures) certified within 30 days of employment if working at Multi Sports.
- ◆ Must be 18 years of age or older to sell alcohol if working at the Multi Sports area (in compliance with Child Labor Laws– equipment required to operate and alcohol sales).