

Van Meter Parks and Recreation Employment Opportunities

1. Seasonal Recreation Associate

Job Summary

Under the general direction of the Parks and Recreation Coordinator, responsible for maintaining and preparing Parks and Recreation Facilities including the Recreation Complex, Johnson Park, and the City Park. Duties are performed in a variety of weather conditions and will operate on a varied schedule including night and/or weekend work. Position tentatively runs from late-April to August. Rate of pay is \$10.00/hr.

Routine Duties & Responsibilities

- Responsible for maintaining Parks and Recreation Facilities
- Assists with Baseball, Softball, and Soccer field preparation for practices and games
- Performs janitorial duties in park facilities
- Operates assorted vehicles, hand, and power tools
- Capable of lifting 50 pounds
- Other duties as assigned

Typical Qualifications

Must be 18 years old. Valid Driver's License required. Employment contingent upon passing a successful background check.

Maintenance work experience and sports knowledge preferred.

To Apply

Please complete a City of Van Meter Application for Employment (found on the City of Van Meter webpage) and submit to Alex Brayton along with a letter of interest at abrayton@vanmeteria.gov or City Hall by April 8, 2016 at 5:00pm.

2. Concession Stand Attendant

Job Summary

Under the general direction of the Parks and Recreation Coordinator, operates the concession stand at the Van Meter Recreation Complex. Position will operate on a varied schedule with a major priority on night and weekend work. Position tentatively runs from late-April to July. Rate of pay is \$9.00/hour.

Routine Duties & Responsibilities

- Represent the City Facility in a positive manner
- Keep concession areas clean and safe including daily cleaning of work area, food preparation machines, and facility grounds
- Prepare and maintain all concession items according to instructions and in compliance with the Iowa Department of Inspections and Appeals
- Operate electronic Point of Sale software and make and return appropriate change when handling money
- Capable of lifting 50 pounds
- Other duties as assigned

Typical Qualifications

Must be 16 years old. Employment contingent upon passing a successful background check.

Customer service or food service experience preferred.

To Apply

Please complete a City of Van Meter Application for Employment (found on the City of Van Meter webpage) and submit to Alex Brayton along with a letter of interest at abrayton@vanmeteria.gov or City Hall by April 8, 2016 at 5:00pm.



City of Van Meter Application For Employment

PLEASE PRINT OR TYPE

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City of Van Meter.

Position(s) applied for _____ Date of Application ____/____/____

Name

_____ Last First Middle

_____ Street City State Zip Code

Telephone (____) _____ Other Phone (____) _____ Social Security _____

Have you ever been employed by the City of Van Meter before? Yes No

Are you legally eligible for employment in this country? Yes No

Date available to begin work ____/____/____

Type of employment desired Full-Time Part-Time Temporary

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain. _____

Driving license number: (license is an essential job function) _____ State _____

Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	YEAR OF GRADUATION		MAJOR COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	

FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL \$ PER	

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions:

References

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE CITY OF VAN METER'S SERVICE WHENEVER IT IS DISCOVERED.

I GIVE THE CITY OF VAN METER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE CITY OF VAN METER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND IT IS THE CITY OF VAN METER'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR REASONABLE ACCOMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

IF I AM HIRED, I UNDERSTAND THAT I MAY RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE CITY OF VAN METER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE CITY OF VAN METER OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

THE CITY OF VAN METER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE CITY OF VAN METER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____

OFFICE USE ONLY

Signature of Director _____ Position _____ Appointed _____

Hire Date _____ Starting Wage _____