



# WE ARE HIRING

The St. Charles Parks and Recreation Department is recruiting for part-time and seasonal summer workers for a variety of positions. Applicants over 21 years of age who are interested in working during the summer are encouraged to apply. Minimum age of acceptable applicants is age 15 by the date of hire for some positions.

**Park Rangers** (\$19.25/hr): Part time position under 1499 hours annually. Patrols city parks. License to practice law enforcement duties in a first class county and city as prescribed by the Missouri Department of Public Safety Police Officers Standards in Training program (POST) required. All applicants must be a minimum of 21 years of age or older at the time of employment and possess or are able to obtain by date of hire a valid drivers' license without record of suspension or revocation in any state. Felony convictions and disqualifying criminal histories are not permitted.

**Concession Stand Workers** (\$14.25/hr): Positions are available at most St. Charles athletic field and aquatic locations. Hours vary by location and shift assigned. Must be able to prepare and serve snack bar type food to the public and complete basic cash handling transactions. Must be 15 years of age.

**Lead Concession Stand Workers** (\$16.25/hr): Positions are available at most St. Charles athletic field locations. Hours vary by location and shift assigned. Lead attendant positions require minimum of 21 years of age to serve beer at the concession stands and must also be able to prepare and serve snack bar type food to the public and complete basic cash handling transactions.

**Event Bartender** (\$20/hr): Must have a working knowledge of beer and wine and ability to pour drinks to customer's satisfaction. Shifts are nights and weekends (4 p.m.-1 a.m.) and often require light janitorial and cleaning duties to keep facility stocked. All applicants must be a minimum of 21 years of age or older at time of employment

**Day Camp Counselors** (\$14.25/hr): Positions are available at Blanchette and Wapelhorst Parks for the Summer Fun Day Camp Program. Day Camp operates on a Monday through Friday schedule for approximately 11 weeks. Ideal summer position for energetic people who enjoy working with children. Must be 15 years of age.

**Youth Sports Instructors** (\$14.25/hr): Positions are working with children and providing instruction for a variety of sports and activities. Mostly evenings (4:30-7:30 p.m.) Monday – Thursday. Looking for energetic people with positive attitudes that enjoy working with children. Must be 15 years of age.

**Specialty Program Instructors** (\$16.25/hr): Positions are working with children and instructing in programs such as dance, gymnastics, cooking classes and other cultural arts programs. Experience in those skill areas is required. Mostly evenings, Monday-Thursday. Must be 15 years of age.

**Contact Information:** Interested applicants should submit an application to: City of Saint Charles Human Resources Department, 200 North Second Street, Suite 301, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at (636) 940-4606. Website address for the employment application is: <http://www.stcharlescitymo.gov>

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**Lifeguards** (\$15.25/hr): Applicants must be willing to attend a lifeguard training course provided by the Department prior to employment in order to obtain their Ellis & Association lifeguard license or they must be licensed through a prior Ellis provider. License fee, uniform swimsuit, uniform t-shirt, visor, and whistle will be provided. Applicants must be able to work in the heat and pass the required Lifeguard training. Contact Missy Hollander for more information to be a Lifeguard at 636-949-3369. Must be 15 years of age.

**Athletic Fields Maintenance Crew** (\$15.25/hr): Part-time & seasonal positions under 1499 hours annually. Position performs maintenance on athletic fields and associated amenities including baseball and softball diamonds, football and soccer fields, cricket pitches, various sport courts, and restrooms. Activities include mowing and trimming weeds, dragging baseball diamonds, lining fields, turf and soil care, trash removal, restroom stocking and cleaning, and other common duties associated with athletic field care. All applicants must possess or are able to obtain by date of hire a valid drivers' license. Must be 16 years of age.

**Parks Beautification Crew** (\$15.25/hr): Part-time & seasonal positions under 1499 hours annually. Position performs maintenance regular park clean up tasks including opening/closing park entrances, cleaning/stocking restrooms, collecting loose litter by hand, operating small trash trucks to empty trash barrels, cleaning park amenities and facilities, collecting limbs and debris on park grounds, and other common park beautification and clean up duties as deemed necessary. All applicants must possess or are able to obtain by date of hire a valid drivers' license. Must be 16 years of age.

**Parks Equipment Technician** (\$15.25/hr): Part-time & seasonal positions under 1499 hours annually. Position serves as a part-time support for Parks Mechanic. Responsibilities include but are not limited to: Open/close parks, stock and clean restrooms; grass mowing and general turf maintenance; litter and trash control/removal: light horticultural work: light building construction and renovation work, as well as other miscellaneous park grounds and facility maintenance functions. Conduct regular preventative maintenance services and help support Parks Mechanic with on-going repairs and needs to keep parks equipment functioning and safe. All applicants must possess or are able to obtain by date of hire a valid drivers' license. Must be 16 years of age.

**Parks Maintenance/Construction Workers** (\$15.25/hr): Part-time & seasonal positions under 1499 hours annually. Positions support the City parks to perform general maintenance and light construction type duties. Responsibilities include but are not limited to: Open/close parks, stock and clean restrooms; grass mowing and general turf maintenance; litter and trash control/removal: light horticultural work: light building construction and renovation work, as well as other miscellaneous park grounds and facility maintenance functions. All applicants must possess or are able to obtain by date of hire a valid drivers' license. Must be 16 years of age.

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