



Part-Time Seasonal Positions  
Pay Range \$7.00 to \$11.00 per hour  
Pay will be based on position hired to fill

The City of Bowling Green Parks & Recreation Department is seeking individuals to join its summer staff in the following classifications:

Sports Program Supervisor, Camp Program Supervisor, Adult Softball Scorekeeper, Cheerleading Instructor, Youth Softball Umpire, Track Instructor, Special Programmer (Events), Safety Town Director, Safety Town Assistant, Concession Manager, Concession Attendant, and Programmers to conduct days camps, nature camps and sports camps for youth from 3 ½ to 14 years of age.

These are part-time, temporary positions without fringe benefits. Must be able to work flexible schedule including evenings and weekends through August with no vacations or long weekends off. Interested persons must complete an application packet in the City of Bowling Green's Personnel Department, 304 N. Church St., Bowling green, Ohio, 43402-2399, Monday through Friday from 8:00 a.m. to 4:30 p.m. Telephone: (419) 354-6229; web: [www.bgohio.org](http://www.bgohio.org); email: [bgpersonnel@bgohio.org](mailto:bgpersonnel@bgohio.org). Interviews and hiring will begin in April however applications will be accepted through June 6, 2008. EEO/AA



**City of Bowling Green**  
**Applicant Interest Sheet 2008**  
**Recreation & Program Positions**

Name \_\_\_\_\_

**Please check all positions for which you would like to be considered:**

- \_\_\_\_\_ Sports Program Supervisor
- \_\_\_\_\_ Camp Program Supervisor
- \_\_\_\_\_ Adult Softball Scorekeeper
- \_\_\_\_\_ Cheerleading Instructor
- \_\_\_\_\_ Youth Softball Umpire
- \_\_\_\_\_ Track Instructor
- \_\_\_\_\_ Special Programmer (Events)
- \_\_\_\_\_ Programmer – Day Camps
- \_\_\_\_\_ Programmer – Nature Camps
- \_\_\_\_\_ Programmer – Sport Camps
- \_\_\_\_\_ Safety Town Director
- \_\_\_\_\_ Safety Town Assistant
- \_\_\_\_\_ Concession Manger
- \_\_\_\_\_ Concession Attendant (3 Locations)

**Availability**

1. What is your first date of availability? \_\_\_\_\_
2. What is your last date of availability? \_\_\_\_\_
3. Are you available to work weekends if needed?  
Yes      No
4. Are you available to work evenings if needed?  
Yes      No
5. If you are in school, when is your Spring Break?  
\_\_\_\_\_
6. Would you be available for an interview during Spring Break if needed?  
Yes      No
7. Is there anytime during the season that you would need to miss three or more consecutive shifts?  
Yes      No
8. If yes, please indicate the dates:  
\_\_\_\_\_  
\_\_\_\_\_

**Uniform Information**

If you are hired by the City of Bowling Green Parks & Recreation Department, a uniform t-shirt is provided at not cost to you. Please indicate your shirt size below.

- Adult Sizes:      Small  
                          Medium  
                          Large  
                          Extra Large  
                          XX Large  
                          Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Return information along with you application and a resume to:  
City of Bowling Green  
Personnel Department  
304 N. Church St.  
Bowling Green, OH 43402-2399

Job Description  
**CONCESSION MANAGER**

The Bowling Green Parks and Recreation Department is seeking a mature individual to manage our concession operations from late April through August. This includes the Carter Park concession stand, the Family Aquatic complex concession stand and a mobile concession trailer used at special events and youth softball games. This is a temporary position without fringe benefits.

**REQUIREMENTS:** Applicants must be at least 19 years of age with training and/or experience in management; have had some experience in retail sales and working with the general public; strong math skills; ability to supervise others; and have demonstrated dependability and sound judgment skills. Must possess a valid State of Ohio driver's license and have or be willing to acquire Red Cross First Aid and CPR training.

**RESPONSIBILITIES:** These will include, but not be limited to, assuming responsibility for the operation of the three concession areas (Carter Park, Pool and mobile trailer); including: training, scheduling and supervising of required staff, inventory management, purchasing, communicating with vendors, insuring compliance with health and safety regulations, operation and cleaning of concession machinery, depositing cash receipts and preparation of necessary reports, and customer service. This position requires a flexible schedule and willingness to work evenings and weekends.

CITY OF BOWLING GREEN  
DEPARTMENT OF PARKS AND RECREATION  
JOB DESCRIPTION

**CONCESSION ATTENDANT – SEASONAL**

**Qualifications:** Must be at least sixteen years of age and able to work in a varied, fast paced environment. Must exhibit responsible behavior and ability to carry out duties with general supervision while working closely with coworkers.

**Responsibilities:**

- Work as part of a team and cheerfully serve the general public.
- Operate a cash register accurately.
- Handle money and properly make change.
- Assist with inventory of supplies.
- Prepare and dispense food and beverages in accordance with Health Department regulations and Departmental Policies.

Concessions attendants can work either the Carter Park facility or the Mobile concession trailer.

- The Carter Park facility requires evening and weekend availability.
- The Mobile concession trailer requires varied hours including some weekdays, evenings and weekends.

CITY OF BOWLING GREEN  
DEPARTMENT OF PARKS AND RECREATION  
JOB DESCRIPTION

**CONCESSION SENIOR ATTENDANT – SEASONAL**

**Qualifications:** Must have prior experience in food service operations. Must be at least eighteen years of age and enjoy working in a fast paced environment. Must possess interpersonal skills to work with all ages. Must have excellent math skills and capability of accurately operating a cash register and handling money. Must be responsible and able to carry out duties with general supervision.

**Responsibilities:**

- Operate cash register and assume responsibility for balancing and completion of daily reports.
- Serve as team leader in operating concession and serving the public.
- Prepare and dispense food and beverages in accordance with Health Department regulations and Departmental Policies.
- Control food and beverage inventory and order supplies as needed.

Concession attendants can work either the Carter Park facility or the Mobile concession trailer.

- The Carter Park facility requires evening and weekend availability.
- The Mobile concession trailer requires varied hours including some weekdays, evenings and weekends.



**City of Bowling Green  
Part-Time Temporary Position  
Program Supervisor-Sports  
Starting Pay-\$8.50 per hour**

The Bowling Green Parks and Recreation Department is seeking a mature, career-minded individual to serve as Program Supervisor – Sports. This is a temporary, hourly position without fringe benefits beginning in the spring and continuing through the summer.

RESPONSIBILITIES would include, but would not be limited to: Supervising all summer youth sports including youth softball, and Start Smart sport programs; assisting in day-to-day operations of Carter Park softball complex and sand volleyball leagues; assisting in routine park office duties; preparing necessary schedules and reports; all other duties as assigned by Sports Specialist. Employee will be expected to work between 20-40 hours per week. Hours will vary by assignment. There will be many evening and weekend assignments.

REQUIREMENTS: Applicants must be at least 18 years of age with experience in the recreation or sports management field; have demonstrated an ability to organize and supervise people of diverse backgrounds and interests; possess excellent written and oral skills; be computer literate; have demonstrated the sensitivity and ability to work within a public agency, and be willing to attend (at our cost) and be certified in Red Cross First Aid/CPR. Successful applicant will present a positive, pleasant image to the public. It is desired that applicant either possess or be working towards a degree in recreation, sport management, or related field.

**There are no “vacations” or “long weekends”...please apply only if you will be available for the entirety of this appointment.**

Interested parties should bring a resume and complete an application from 8:00 a.m. to 4:30 p.m. at the City of Bowling Green Personnel Department located at 304 N. Church St., Bowling Green, Ohio 43402. Phone: (419) 354-6229. Web: [www.bgohio.org](http://www.bgohio.org). Email: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org). AA/EEO

City of Bowling Green  
Department of Parks and Recreation  
Job Description  
**SUMMER PROGRAMMER**

The Bowling Green Parks and Recreation Department is seeking mature individuals to join our summer programming staff, which works with boys and girls ages 3 ½ through 14. This is an hourly, seasonal appointment from approximately June through August. The positions could require availability both mornings and afternoons and possibly some evening assignments. Hours will average 20-30 hours per week depending on position secured.

RESPONSIBILITIES include, but are not limited to, preparing lesson plans, organizing and teaching/coaching multiple sport and recreational activities; organizing and conducting "cool down" games for program participants; supervision of the same, and a genuine interest in working with youngsters.

REQUIREMENTS: Applicants must be at least 18 years of age with training or practical experience in working with youth and the ability to relate to and motivate young children.

**NOTE: Includes Day Camps, Sport Camps and Nature Camps as well as Cheerleading Instructor, Track Instructor, Youth Softball Umpires, and Safety Town Assistants.**

City of Bowling Green  
Department of Parks and Recreation  
Job Description  
SUMMER PROGRAMMER-Nature Camps

The Bowling Green Parks and Recreation Department is seeking mature individuals to join our summer programming staff, which works with boys and girls ages 3 ½ through 14. This is an hourly, seasonal appointment from approximately June through August. The positions could require availability both mornings and afternoons and possibly some evening assignments. Hours will average 20-30 hours per week depending on position secured.

RESPONSIBILITIES include, but are not limited to, preparing lesson plans, organizing and teaching/coaching multiple sport and recreational activities; organizing and conducting "cool down" games for program participants; supervision of the same, and a genuine interest in working with youngsters.

REQUIREMENTS: Applicants must be at least 18 years of age with training or practical experience in working with youth and the ability to relate to and motivate young children.