

2020 SUMMER SEASONAL POSITIONS (MULTIPLE DEPARTMENTS)

The City of Woodstock is accepting applications for Summer Seasonal Positions with the following Departments:

Woodstock Recreation Department

Minimum age requirement is 16 years old for all seasonal Recreation positions.

- **American Red Cross Certified Lifeguards and WSI Instructors (Starting Pay Rate: \$11.55):** These positions provide safety and instruction to swimmers at Woodstock Water Works pool and work days, evenings and weekends, dependent on pool attendance and weather. Lifeguards ensure the safety and health of all pool patrons, while WSI Instructors provide proper instruction/teaching for all City of Woodstock Recreation Department swimming lessons. Candidates must attach copies of certification to application, or must show proof of certification by program orientation date in late spring.
- **Pool Attendants – Cashier/Maintenance. (Starting Pay Rate: \$11.00):** These positions monitor the daily admissions of the pool, maintain the balance of the cash drawer and all daily reports perform all assigned cleaning and maintenance duties promptly and completely.
- **Playground Program Counselors (Starting Pay Rate: \$11.00):** Counselors interact with and supervise a group of 8-12 children, ages 4-12 years, in a recreational setting. This position requires planning, implementing, and evaluating daily activities, and communicating with participants' parents on a regular basis. Counselors ensure safety of campers at all times. Experience working with elementary school aged children is preferred. This position requires attendance at the training session the first week of June and the ability to work during the entire 7-week session that runs thereafter.

Public Works Department

Minimum age requirement is 18 years old for seasonal Public Works position, with a valid IL driver's license and good driving record.

- **Seasonal Maintenance Workers (Starting Pay Rate: \$11.55):** These temporary positions perform various manual unskilled and semi-skilled tasks in the maintenance of City streets, parks and sewer/water utilities. Positions work under the direction of Superintendents and/or Foremen for the respective divisions of the Public Works Department. These positions work 7:00 a.m. – 3:30 p.m., Monday - Friday during the specified time period. Parks positions generally begin in late April/early May and run through August, while other divisions generally begin in June.

Information Technology Department

Minimum age requirement is 18 years old, with a valid IL driver's license and good driving record.

- **Seasonal Worker - Technical (Starting Pay Rate: \$14.67):** Must be familiar and comfortable with computer hardware and software installations, familiar with Windows 7 & 10 operating systems and strong communication skills, both verbal and written.

Building & Zoning Department

Minimum age requirement is 18 years old, with a valid IL driver's license and good driving record.

- **Seasonal Code Enforcement Helpers (Starting Pay Rate: \$11.00).** These temporary positions assist with the documentation and processing of violations to City Code.

Application Process:

An application for the above positions may be obtained from the City's website at www.woodstockil.gov or by emailing to request one at hrdept@woodstockil.gov. A completed City of Woodstock job application and any supporting information (e.g., Lifeguard certification) **MUST BE EMAILED to: hrdept@woodstockil.gov**. If you do not have access to a personal computer or the internet, please visit your local library. The City reserves the right to select only the most qualified applicants for an interview. The City of Woodstock is an Equal Opportunity Employer.

DEADLINE: Thursday, April 30, 2020 at 5:00pm. The City of Woodstock reserves the right to interview and fill positions before the application deadline.