

Hartford Parks and Recreation Department

JOB OPPORTUNITIES

OFFICE AID – Assist office staff with registrations, membership, phones, filing and more. Greet and assist/direct patrons. Maintain general knowledge of recreation programs, events, memberships and reservation options including birthday parties, room rentals and park reservations. Cash handling. This position is for Sept – May; Monday – Thursday 4 PM – 6 PM, Age 16 or older. Applications due September 28.

BUILDING SUPERVISOR - Supervise the Recreation Center, assist activity instructors as needed, set up and take down tables and chairs for rentals and assist rental parties as needed, opening/closing facility. Make regular rounds to ensure safety of participants while enforcing rules and policies. Recording and reporting of accidents, injuries and incidents. Work as a team with other employees making sure patron concerns, conflicts, and issues are addressed in a professional and courteous manner. Evenings and weekends available. Age 18 or older.

TAXI DRIVER – If you like driving, enjoy talking to people and want flexible hours, then come join the Hartford City Taxi Team! Seeking a dependable individual for weekend driving position. Applicants must be 18 years of age and have a valid Wisconsin Drivers license.

All employees enjoy the benefit of a free individual membership while they are actively employed. Applications are available at the Recreation Center or can be printed off of our website ci.hartford.wi.us on the Recreation Center's "Forms" page (Application for Seasonal Employment). Taxi Driver application is found under the Hartford City Taxi on the website ci.hartford.wi.us

**Hartford Parks & Recreation
125 N. Rural Street
262-670-3730**