



534 Washington St. Montpelier, ID 83254 208-847-0824

## **City of Montpelier – Parks and Recreation Director**

### Summary Purpose

The purpose of this position is to oversee the Parks & Recreation activities of the City.

The successful candidate will work as an employee of the City to provide the best recreational opportunities for the residents of Montpelier and surrounding towns in the most fiscally responsible manner.

The successful candidate will have the ability to provide basic instruction to youths; participate in mild-to-moderate recreational activities/sports; recognize and redirect misbehavior; interact with the public and co-workers in a friendly and professional manner; work independently with limited supervision; exercise considerable judgment and discretion.

The director must also possess excellent interpersonal skills and demonstrate the ability to diffuse difficult situations. Above all, the director must have a vision for the direction they would like to see Montpelier Parks and Recreation go in the future.

The duties of the Director include (but are not limited to) the following:

- Meet and update the City Council – at least quarterly
- Meet with City Council representative as necessary
- Manage volunteers for leagues (coaches, referees, rules)
- Interact with Caribou County directors for scheduling, etc
- Manage summer leagues, including all-star tournaments
- Meet with City Council during annual budget to present the next year's budget
- Oversee caretaker of Allinger Park
- Prepare annual plan for capital improvements at Allinger Park
- Supervise league equipment, replace and improve as necessary
- Responsible for identifying safety issues at all parks and fields used by our programs
- Identify areas in need of improvement at all parks and fields used by our program

All applicants must be able to successfully pass City of Montpelier background check processes which include reference checks and criminal history checks.

This position is considered part-time. There are no insurance / health benefits with this position.

While performing the duties of this job the employee is frequently lifting/carrying up to 35 lbs. Also the employee is occasionally pushing/pulling up to 50 lbs. The noise level is frequently loud. Work includes sensory ability to talk, hear, touch and feel. Work in this position also includes distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, run, stoop, kneel, crouch, crawl, reach and grasp. Position requires hand/finger dexterity.

Please return a completed application along with your resume to City Hall (534 Washington Street) or by email to [montcity@dcdi.net](mailto:montcity@dcdi.net).

# APPLICATION FOR EMPLOYMENT

The City of Montpelier is an equal opportunity employer.

<b>PERSONAL INFORMATION</b>			Date _____
Name			
Last	First	Middle	
Present Address			
			City      State
Prior Address			
			City      State
Phone		SSN	

<b>GENERAL</b>			
What foreign languages do you speak fluently?		Read	Write
US Military Service		Date of Discharge Rank	
What date are you available for employment?			
Have you ever applied for a position with the City of Montpelier?		<input type="checkbox"/> Yes	<input type="checkbox"/> No      When

<b>EDUCATION</b>						
High School Location:		Circle grade completed: 1 2 3 4		Did you Graduate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
College (& Location) <small>(Include Junior &amp; Community)</small>	Date from	Date to	Date graduated	Degree	GPA	Field of Study or Major
Other education:						
Job related experience:						

## WORK PREFERENCES

Answer only the questions that apply to you and the position for which you are applying.

What type of employment do you want?	<input type="checkbox"/> Full	<input type="checkbox"/> Part	<input type="checkbox"/> Summer	Will you work Shifts?
What is the position for which you are applying?				
Are you willing to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you type?	<input type="checkbox"/> Yes <input type="checkbox"/> No	WPM:
Computer Experience:				

## FORMER EMPLOYERS (List below the last four employers, starting with the most current first):

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

## BACKGROUND

I am 18 years of age or older	<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have been discharged from a previous job
I am a citizen of the United States	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I have felony charges pending	<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have been convicted of a crime as an adult
I have educational or work records under another name	<input type="checkbox"/> Yes <input type="checkbox"/> No Name:		

## REFERENCES

Give below the names of three persons, not related to you, whom you have known at least one year

Name	Address	Business	Years Known

**CERTIFICATION:**

As an applicant for employment, I understand the following:

- All information is subject to verification.
- Any misrepresentation or falsification of information requested here will be cause for rejection of this application or for subsequent discipline up to and including my dismissal from employment.
- If my application for employment is accepted, the effective date of my employment shall be at the time I actually begin to work. If am employed, I agree to comply with and be bound by the safety and health rules and regulations of the City of Montpelier.
- My employment is not guaranteed for any term, and that my employment may be terminated by the company or myself for any reason.
- No management official is authorized to make any oral assurance or promise of continued employment.
- If employed, I understand that I must complete a 6-month probationary period.
- If employed, my employment will be subject to the conditions of any applicable probationary period established by labor agreement or company policy.
- I authorize investigation of all statements contained in this application.

By signing this form and any attachments, I certify that this application is complete and all information provided is true and accurate and contains no willful falsifications or misrepresentations. I understand that falsifications, misrepresentations, or omissions may disqualify me from consideration for employment with the City of Montpelier; or if hired, may be grounds for termination. I hereby authorize this employer to (1) contact current employers for verification of employment, (2) conduct a background investigation, and (3) check my driving record. I understand that I may be fingerprinted and required to undergo a drug test for if hired.

Signature:

Date:

The City of Montpelier will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, sex, race, color, national origin, or because they are handicapped, a disabled veteran or a Vietnam era veteran. Answers to the application questions will be utilized for applicable job-related information only.

Interviewer notes:
