



## City of Bedford Heights Community Life Department

### 2024 Summer Employment Opportunities

The City of Bedford Heights offers a variety of employment opportunities for teens, and young adults seeking to gain valuable experience in a wide array of areas of service in municipal government or school staff seeking summer employment. The City of Bedford Heights is now accepting applications for temporary/seasonal employment during the summer months to create a pleasurable experience for our community. The City of Bedford Heights is an Equal Employment Opportunity Employer. Women and Minorities are encouraged to apply. Work environments are primarily outdoors. Applicants must be able to work outside. Successful applicants must possess excellent “people” skills. All summer employees will receive training in first aid and CPR. Interested persons can obtain an employment application online at <https://www.bedfordheights.gov/employment>. Your completed application can be returned by email, mail, or fax.

#### **Available Positions**

**Maintenance Aides: April 19<sup>th</sup>- September 30<sup>th</sup>.** The maintenance aide is responsible for performing general cleaning and maintenance duties at Reed Park & Pool, Metro Estates Park, and the City Hall Municipal Park. Maintenance Aides assist with cutting grass, planting flowers, painting, setting up playground equipment, cleaning the pools, cleaning windows, vacuuming, mopping, painting fire hydrants, etc. Applicants must be 16 years of age and older, **a good swimmer**. Having a valid Ohio driver’s license is highly preferred. Experience preferred. Must be committed to work during the summer. Maintenance aides will be supervised by maintenance serviceman or community center custodian. *(Seasonal part-time – beginning range @ \$15.00/hour – not to exceed 29 hours/week)*.

**Seasonal Van Driver June 14<sup>th</sup>- August 7,** the bus driver will transport seasonal staff and meals to the Summer Food Service Mobile Sites located in Bedford Heights. The driver must be 18 year or older and posses a Class B CDL, with passenger and air brake endorsement. The driver must have experience providing transportation for youth and/or seniors/disabled and a good driving record. Must be committed to work the entire summer duration. *(Seasonal part-time – beginning range @ \$15.00/hour – not to exceed 29 hours/week)*

**Camp Director- June 10<sup>th</sup>- August 9<sup>th</sup>, (Director will begin May 10<sup>th</sup>, at 10 hours for planning per week).** The camp director’s primary responsibility is to oversee the day-to-day camp operations and supervise staff. Essential functions of this position include ensuring a safe and enriching environment for all children and staff. Applicants must have experience supervising camp counselors and working with children 7-13 years of age. Experience working with children with special needs is strongly preferred. This position is ideal for a teacher or teacher’s assistant. The successful candidate must possess enthusiastic, dependable, independent, and flexible attributes. Must be committed to work the entire summer duration. The Camp Director reports to the Director of Community Life. *(Seasonal full-time – beginning range @ \$15.00/hour)*



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**Summer Camp Theme Coordinators/Counselors (June 10<sup>th</sup> - August 9<sup>th</sup>)** The coordinator/counselor works with the camp director to plan and implement theme-oriented camp activities, in the following areas: Sports, Culinary Arts, Creative Arts and Creative Crafts. Each session will focus on one theme. Participants will experience hands-on activities and field trips specific to the theme. Essential functions of this position include ensuring a safe and enriching environment for all children and staff. Applicants must have experience supervising camp counselors and working with children 7-13 years of age. Experience working with children with special needs is strongly preferred. This position is ideal for a teacher or teacher's assistant. The successful candidate must possess enthusiastic, dependable, independent, and flexible attributes. The coordinator reports to the Camp Director. (*Seasonal full-time – beginning range @ \$15.00/hour*)

**The Summer Programs Administrative Assistant (June 10<sup>th</sup> – August 9<sup>th</sup>)** works with the camp director to carry out administrative functions. Maintains all summer programs financial and accounting records. Develop and distributes work schedules. Ensure that timesheets and other reports are prepared and submitted to the department director for review. Conducts orientation and training for summer seasonal staff. The successful candidate must be highly organized and possess enthusiastic, dependable, independent, and flexible attributes. Must be committed to work the entire summer duration. (*Seasonal part-time – beginning range @ \$15.00/hour – not to exceed 29 hours/week*).

**Summer Food Service (SFSP) Supervisor June 10<sup>th</sup>- August 9<sup>th</sup>.** The Summer Food Service Supervisor/ Playground Supervisor are responsible for implementing the SFSP program. The supervisor is responsible for ensuring that the program is implemented in accordance with the rules and regulations. The staff will ensure that meals are served daily at designated sites, and that each site maintains record keeping, and compliance with local health and safety standards. The staff will also assist with conducting community outreach to publicize the food sites and be responsible for planning an end of summer celebration. The successful candidate must possess enthusiastic, dependable, independent, and flexible attributes. Applicants must be 18 years old and have experience of working with children. Prefer a high school graduate or college student. Must be committed to work the entire summer. This position is ideal for a student wanting to pursue a degree in recreation, social sciences, and sports management. Staff will work directly with the Director of Community Life. (*Seasonal part-time – beginning range @ \$15.00/hour – not to exceed 29 hours/week*).



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**Student Grounds Crew (up to 29 hours per week from June 10<sup>th</sup>-August 9<sup>th</sup>).** The Playground Assistant is responsible for working with the SFSP Supervisor to implement the program at various sites throughout Bedford Heights. Staff is also responsible for implementation of the Summer Food Service program and will be responsible for making sure children receive a nutritious daily meal. Staff will also maintain the daily and weekly count information, and order supplies and meals. Staff prepare and maintain a calendar of scheduled activities for each assigned site. The successful candidate must be enthusiastic, dependable, creative, independent, and flexible. Must be committed to work the entire summer. Applicants must be 16 years old and have experience of working with children. The playground associates report to the Community Life Director. (*Seasonal part-time as required – beginning range @ \$15.00*)

**Early Bird & Extended Day Counselors (June 10<sup>th</sup>-August 9<sup>th</sup>)** will also work to supervise children, lead, participate, and engage youth activities at for Early Bird and/or the Extended Day services for the Summer Camp Program. Applicants must have experience of working with children, be dependable, energetic, and friendly. Applicants must be 14-18 years of age and older. Early Bird Services are offered from 7am-9am for children registered for the Summer Camp session. Extended Day services are provided for registered campers from 4pm-6pm.

Camp will begin at 9:00 am - 4:00 pm, unless assigned as an Early Bird and or an Extended Day Counselor. Must be committed to work the entire summer duration. Camp Counselors report directly to the Camp Director.