

SUMMER & PART TIME EMPLOYMENT OPPORTUNITIES

The City of Silver Bay is now accepting adult & student applications to prepare for the 2021 part-time & summer employment (6 months or less positions). Information regarding the positions and applications can be found on the city website at www.silverbay.com. You can also call City Hall, Monday through Friday from 8am-4pm, to request an application be mailed to you. Completed applications should be returned with original signature to City Hall, 7 Davis Drive, Silver Bay, MN 55614 by 4:00pm on Friday, **April 9, 2021**; however, the City will continue to accept applications until all positions have been filled and if openings become available throughout the summer. Background checks conducted. AA/EOE

The following positions that will be available are:

1. Groundskeeper/Cemetery Caretaker– This position will be up to 40hrs/wk. Must be at least 18 years of age. Employee will supervise mowing crew and maintenance of Silver Bay City grounds. Employee will operate lawn mowers weed whips, pruning, raking, landscaping and other grounds maintenance as directed. Rate of Pay: \$13.50/hour.
2. Street Department Aides: These positions will be up to 40 hrs/wk. Must be at least 16 years of age. Employee will operate lawn mowers, weed whips, clean up trash, prune trees, replacing sidewalks, raking, cutting sod, and other miscellaneous street maintenance jobs, as directed. Rate of pay: \$10.50/hour.
3. Campground Aide I PT: This position will be scheduled for 24 hours per week. Must be at least 18 years of age. Employee will assist in the daily operations of the Campground including but not limited to answering phones, campground reservations, assist campers with checking in/check outs, ensure fees have been paid, firewood and merchandise sales, enforce campground regulations and parking regulations, balance daily reporting, monitor for appropriate use of the facilities, help supervise Campground Aide II positions, other duties as assigned and may need to assist in cleaning bathrooms and shower facilities. Must be available weekends. Rate of pay: \$15.00/hour
4. Campground Aide II: These positions will be up to 40 hrs/week. Must be at least 16 years of age. Employee will be responsible for operating lawn mowers, weed whips, clean up trash, cleaning facilities, cleaning sites, assist with Black Beach Park cleanup, and other miscellaneous tasks as assigned. These positions must be available on weekends. Rate of pay: \$12.50/hour
5. Marina Aide I: This position will be up to 40 hrs/wk. Must be at least 18 years of age. Employee will assist in the daily operations of the Harbor/Marina facility, supervise Marina Aide II positions, mow, weed whip, clean bathroom and shower facilities, pump gas, sewer pump outs, sales, and other miscellaneous duties as assigned. Must be available weekends. Rate of pay: \$15.00/hour
6. Marina Aide II: This position will be up to 32 hrs/wk. Must be at least 16 years of age. Employee will assist Marina Aide I position, operate lawn mower and weed whips, pump gas, sewer pump-outs, clean and scrub, assist boaters, and miscellaneous tasks as necessary. Must be available weekends. Rate of pay: \$12.50/hour
7. Park and Rec Assistant: This position will be up to 40 hrs/wk. Must be at least 18 years of age. Employee will assist Park and Rec Director with recreation programming, instructing, and coordination of youth summer programs including baseball, softball, open gym/volleyball, tennis, dryland hockey, Prairie Fire Theatre, Arts and Crafts, and other miscellaneous Parks and Rec jobs. Need to be available to work tournament weekends and occasional evenings. Rate of pay: \$13.50/hour
8. Park and Rec Aides: These positions will be up to 40 hrs/wk. Must be at least 16 years of age. Employee will conduct spring clean-up of parks and campground facilities to include but not limited to, mowing, weed whipping, painting, shoveling, raking, ballfield maintenance, and other miscellaneous Park and Recreation jobs. Rate of pay: \$10.50/hour
9. Swim Instructor Supervisor: This position will be up to 40 hrs/wk. Must be at least 18 years of age. Employee will be responsible for instructing swimming lessons, supervising open swim, and other miscellaneous Park and Rec jobs as directed. Applicant must have WSI licensure. Rate of pay: \$13.50/hour
10. Swim Instructor: This position will be up to 40 hrs/wk. Must be at least 16 years of age. Employee will assist in swimming lessons, open swim, and miscellaneous Park and Rec jobs as directed. WSI Preferred but not required. Rate of pay: \$10.50/hour
11. Library Aide: This position will be up to 20 hrs/wk. Must be at least 16 years of age. Employee will assist in library operations and programming. Rate of pay: \$10.50/hour.