

SUMMER & PART TIME EMPLOYMENT OPPORTUNITIES

The City of Silver Bay is now accepting adult & student applications to prepare for the 2024 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 12, 2024**; 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. 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: \$13.50/hour.
2. Campground Aide II – office: This position will be scheduled for up to 40hrs/per week. Must be at least 16 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, assist in balancing of daily reporting, and other duties as assigned and may need to assist in cleaning bathrooms and shower facilities. Must be available weekends. Rate of pay: \$15.50/hour
3. 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: \$15.50/hour
4. Park and Rec Aide – Rec Program: This position will be up to 40 hrs/wk. Must be at least 16 years of age. Employee will assist with recreation programming including youth baseball, softball, open gym/volleyball, tennis, dryland hockey, Prairie Fire Theatre, Arts and Crafts, ballfield maintenance (mowing and raking), and other miscellaneous Parks and Rec jobs. Need to be available to work tournament weekends and occasional evenings. Rate of pay: \$13.50/hour
5. Parks and Rec Aides – Groundskeeping: 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, painting, shoveling, raking, and other miscellaneous Park and Recreation jobs to keep park and city areas clean. Rate of pay: \$13.50/hour
6. Parks and Rec. Aids – Building maintenance and repairs: This position could be up to 40hrs/wk. Must be 16 years of age. Employee will assist in cleaning, painting, and minor repairs to Rec. buildings and property. Rate of pay 13.50 per/hour.
7. 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: \$13.50/hour.