

City of Sibley
Job Description

Job Title: Seasonal Parks & Recreation Assistant

Reports To: Sibley Parks & Recreation Director

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Job Summary:

Under the general supervision of the Director of Parks & Recreation, run summer recreation programs, assist with events and tournaments, work concessions, and all other duties as assigned. Must be willing to work a varying schedule which may include evenings and occasional weekends.

Essential Duties and Responsibilities:

- Assist recreation director with planning, coordinating, and administering youth and adult programs.
- Enforce rules in order to maintain control, discipline, and ensure safety
- Adapt activities to meet participants needs
- Assist with campground and recreation registrations
- General cleaning duties of facilities
- Concessions worker
- Work events including but not limited to baseball games, tournaments, track meet, triathlon
- Administer first aid when needed
- All other duties as assigned

City of Sibley
Job Description

Job Title: Lifeguard

Reports To: Sibley Parks & Recreation Director

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Job Description: Responsible for ensuring the safety of all patrons by preventing and responding to emergencies. Responsible for conducting facility safety checks, cleaning, enforcing rules, and working as a team.

Minimum Qualifications:

- Ability to communicate effectively verbally.
- Ability to set aside personal motives in order to pursue the best interest of the City of Sibley.
- Ability to anticipate, identify, and creatively solve problems with diverse components.
- Current American Red Cross Lifeguarding and First Aid certifications.
- American Red Cross CPR/AED for the Professional Rescuer certification.

Knowledge and Skills:

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques
- An understanding of facility characteristics, rules, policies and procedures

Essential Duties and Responsibilities:

- Represent the City of Sibley by maintaining a professional attitude in all situations.
- Maintain the safety of patrons in and around the pool.
- Enforce and educate patrons of the pool rules.
- Resolve and communicate all issues that may arise with pool patrons with the head guard and pool coordinator.
- Have knowledge of the emergency action plans for their safety and perform when necessary.
- Work as a team with other lifeguards.
- Test water and record results.
- Be on time.
- Expected to do cleaning and daily tasks as assigned. Help maintain a clean pool and facility.
- You are expected to effectively communicate with the parks and recreation director, pool coordinator and head guards.
- Resolve and communicate all issues that may arise with pool patrons with the head guard and pool coordinator.
- All other duties as assigned.

City of Sibley
Job Description

Job Title: Parks Restroom Custodian

Reports To: Sibley Parks & Recreation Director

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Job Summary:

Under the general supervision of the Director of Parks & Recreation, maintain the cleanliness of restrooms at Central Park and Sam Robinson Memorial Park. Must be willing to work a varying schedule which may include evenings and weekends.

Essential Duties and Responsibilities:

- Ensure restrooms are safe and in good working order
- Sweep & mop all floors
- Clean & disinfect showers, sinks, toilets, mirrors etc.
- Wipe down all stalls and fixtures as needed
- Restock soap dispensers & toilet paper
- Empty trash & take to dumpster
- Communicates with the Parks & Recreation Director when supplies are needed or issues arise.
- Park bathrooms should be cleaned at a minimum of twice per week and checked/restocked during busy camping weekends.
- All other duties as assigned

City of Sibley
Job Description

Job Title: Seasonal Recreation Program Assistant

Reports To: Sibley Parks & Recreation Director

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Job Summary:

Under the general supervision of the Director of Parks & Recreation, assist in running summer recreation programs, assist with events and tournaments, and all other duties as assigned. Must be willing to work a varying schedule which may include evenings and occasional weekends.

Essential Duties and Responsibilities:

- Assist recreation director & assistant with coordinating, and administering youth and adult programs.
- Enforce rules in order to maintain control, discipline, and ensure safety
- Adapt activities to meet participants needs
- General setup & clean up of activities
- Administer first aid when needed
- All other duties as assigned

City of Sibley
Job Description

Job Title: Rec Umpire

Reports To: Sibley Parks & Recreation Director

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Job Summary:

Under the general supervision of the Director of Parks & Recreation, umpire 3rd-6th grade Little League Games. Must be willing to work evenings.

Essential Duties and Responsibilities:

- General baseball knowledge or willingness to learn
- 14 years of age or older
- Umpire will control the flow of the game
- Observes gameplay closely and makes calls based on the game rules
- Ensures teams follow all safety regulations