

**Crosby Park District
Job Description**

Title: Assistant Parks & Recreation Director
Classification: Full-Time
Supervision: Reports to Crosby Park District Director
Salary: \$35,000 - \$40,000 Annually [Depending on Experience]
Benefits: Paid Vacation, Health Insurance, Paid Sick Leave, Retirement (after grace period)

Knowledge and Skills

- * Considerable knowledge of hazards and safety management
- * Ability to schedule, plan, organize and execute projects and programs
- * Ability to understand and effectively carry out written and oral instructions from Director.
- * Ability to maintain records, prepare work and reports that may be needed from time to time.
- * Basic understanding of mower, trimmers, pickup, chain saw and summer maintenance equipment items
- * Ability to handle the City of Crosby Dutch Elm Tree Maintenance and Boulevard Tree Trimming Projects
- * Understanding of Arena Maintenance [Zamboni, Facility Cleaning and Maintenance, Supervise Programs]
- * Valid Driver's License and personal vehicle
- * Ability to coach recreational programs if needed (Baseball, Tee-Ball, Tiny Tots, Softball, etc.) and oversee the open skate program.

Duties and Responsibilities

- * Assist the Crosby Park District Director in maintaining 7-Parks, 3-Ball Fields, Community Center, Swimming Pool, City Trees, Park Trash and City Flowers
- * Ability to work effectively with Staff, Board, Director, City Employees, School District and the General Public
- * Ability to communicate ideas, recommendations, instructions and explanations clearly, orally or in writing.
- * Work will require occasional weekends and evenings in the summer and many weekends and evenings during the winter months when this position is under the direction of the Crosby Blue Line Club.
- * Ability to run all tree maintenance equipment [Chain Saws, Pole Saws, Wood Chipper, Ariel Lift, etc.]
- * Manage and oversee recreational programs, which may include coaching from time to time
- * Willing to perform other duties as requested by the Crosby Park District Director

Please submit a Cover letter, Resume, and three references. Position will remain open until a qualified candidate has been hired.

Mail or E-Mail Cover Letter, Resume and three References to:

Brock Harward
Crosby Park District Director
PO Box 380
Crosby, N.D. 58730
crosbypd@outlook.com

Questions, please contact Brock at the Crosby Park District Office at 965-2650 or at 801-372-4575