



City of **Sergeant Bluff, IA**

401 Fourth Street

Sergeant Bluff, IA 51054

(712) 943-4244

Position Open for Parks and Recreation Activities Manager

The City of Sergeant Bluff is accepting applications for a part-time Activities Manager. Under the general supervision of the Parks & Recreation Director, job duties include coordinate, supervise, promote and market recreational activities that take place with the Sergeant Bluff Parks and Recreation Department; Develops, coordinates, schedules, implements, supervises and evaluates of a variety of recreational programs, activities, special events and facilities. Modifies programs based on the skills and abilities of the participants. Work with recreation staff and public to provide intergenerational programs. Position will require nights and weekend hours with events and recreational activities that are taking place. Must be community minded and visible in the public; willing to attend community events and being involved in civic opportunities. Other duties may be required and assigned.

Desired experience includes areas such as parks and recreation administration, leisure services, event planning, marketing and promotions. Position compensation is \$19 per hour. Applicant must be available to work nights and weekends as needed. Send resume and completed job application to City Hall, Attn. City Clerk, PO Box 703, Sergeant Bluff, IA 51054 or by email to CityHall@cityofsergeantbluff.com . Applications are available at City Hall, 401 4th Street in Sergeant Bluff and online at <https://cityofsergeantbluff.com/government/human-resources/> . Applications will be accepted until 4:00 p.m. on August 29, 2022. The City of Sergeant Bluff is an Equal Opportunity Employer.