



Park Aide (Part Time)

Department: Parks & Recreation

FLSA: Non-exempt

Reports to: Parks and Recreation Director

GENERAL DESCRIPTION

Under general supervision, patrols park and recreation areas to prevent vandalism, responsible for general upkeep and appearance of parks and recreation areas, reports damages and maintains cleanliness in all park amenities.

ESSENTIAL JOB FUNCTIONS

Explains and enforces Town's Parks and Recreation policies to ensure a safe and friendly environment

Responsible for the day to day cleanliness and trash removal at the Recreation Center and Park facilities, which includes trash removal from recreation center and parks, removing visible trash from all park areas, blowing, minor landscaping, general cleaning which includes sweeping, mopping, clean and stock recreation and park bathrooms, clean and stock dog pots, gym/weight room cleanliness and maintains cleanliness of all other necessary items.

Regularly patrol park area to prevent vandalism and/or theft and cautions visitors against infractions of rules that may warrant notification to supervisor and/or police

Provide information on the park use, regulations, safety requirements or points of interest to park patrons

Responds to complaints and directs them to the appropriate staff

Greet and assist visitors as needed

Greet shelter rentals, offer assistance and ensure that they abide by contracted scheduled times

Must report all damages immediately to supervisor

Promotes good relations with citizens using the parks and recreation facilities

Must be able to work a flexible work schedule including nights, weekends, holidays and special events

Assists with special events as needed; duties include directing cars, setting up tents and stages and other jobs as necessary

Performs other duties as apparent or assigned

KNOWLEDGE, SKILLS AND ABILITIES

Ability to operate computer. Able to effectively communicate both orally and written. Knowledge of park equipment usage, general ground and recreation center maintenance and points of interest in the area recommended; ability to deal tactfully with the public and maintain composure in stressful situations; ability to establish effective working relationships with co-workers and supervisors; ability to direct traffic and operate a motor vehicle.

EDUCATION AND EXPERIENCE

Must be at least 16 years of age with a full provisional license.

SPECIAL REQUIREMENTS

Full provisional North Carolina or South Carolina’s driver’s license and be able to maintain a safe driving record

Must obtain if do not currently possess a First Aid and CPR Certification within six months of employment

PHYSICAL REQUIREMENTS

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects

Must be able to work in environmental conditions that require both inside and outside work

Must be able to work in conditions that are subject to contact with potentially infectious bodily fluids

Signed: _____

Print Name: _____

Date: _____