



**PARKS & RECREATION
OFFICE ATTENDANT
JOB SUMMARY:**

This position is responsible for serving as a park ambassador to the general public from the lodge or the Recreation Office. The ideal candidate will have good character, integrity, punctuality and adaptability. Candidates should have independent judgment and initiative with basic math skills.

ILLUSTRATIVE EXAMPLES OF WORK:

Including but not limited to:

- Helping patrons navigate the park
- Process candy and snack sales in the lodge
- Following opening and closing procedures.
- Keep accurate records of sales for inventory and deposits
- Help clean, maintain the lodge and restrooms and other buildings
- Answering phone calls and taking messages
- Pick up trash as needed
- Helping with programs, may supervise gym times at the Academy School

MINIMUM QUALIFICATIONS:

- Must be 15 years of age or older.
- Must demonstrate experience caring for youth in an organized setting.
- Demonstrate history of responsible care dealing effectively with different ages and abilities.

REPORTS TO:

Parks and Recreation Director

HOURS:

Hours for this position will vary with opening and closing shifts - beginning at 9:30 AM. A variance of week days and weekends will apply.

Work Surfaces:

Wood Flooring