



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** High School Co-Op Student
- II. **Organization Unit:** Warren County Parks and Recreation Department (assigned to either gym or park division)
- III. **General Summary:** Student will be responsible for meeting all school-based requirements and will work with park staff at assigned areas to complete various park tasks, including mowing, trimming, trash cleanup, ball field maintenance, and landscape work.
- IV. **Qualifications:** Student must be at least 16 years and must be participating in a Warren County Public School or Bowling Green Independent School Co-op Program. The student must have transportation to and from the work site and will be required to ensure that all proper school paperwork / documentation is completed, submitted, and maintained. WCPRD is an equal opportunity employer.
- V. **Position Wage:** \$ \_\_\_\_\_/hour; 12 to 20 hours per week
- VI. **Employee Classification:** Non-Exempt
- VII. **Essential Job Functions:**
  1. Work with park staff in completing various park-related tasks, including mowing, trimming, trash cleanup, ball field maintenance, playground maintenance, and landscape work. Follow all instructions and operating guidelines and processes to ensure safe operation of various pieces of equipment and maintenance functions.
  2. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
  3. Complete all required/assigned trainings.
  4. Complete any other duties as assigned by the Director of WCPRD.
  5. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- VIII. **Special Work Conditions:** The work environment will require extensive outdoor work in all types of weather conditions.
- IX. **Verification of Understanding Position:**  
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

\_\_\_\_\_  
WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date