



WARREN COUNTY PARKS AND RECREATION

JOB DESCRIPTION

- I. **Name of Position:** Park Attendant
- II. **Organization Unit:** Ed Spear, Michael Buchanon, Basil Griffin, Phil Moore, or Ephram White Parks
- III. **General Summary:** Park Attendants work nights and weekends implementing daily work tasks assigned by Park Manager.
- IV. **Qualifications:** Must be 16 years of age; must have a valid drivers' license. WCPRD is an equal opportunity employer.
- V. **Position Wage:** This is a year-round part-time position in which the employee will work between 20-25 per week.
- VI. **Employee Classification :** Non-Exempt
- VII. **Essential Job Functions:**
 1. Exhibit a positive attitude.
 2. Be a team player.
 3. Adhere to work schedules as assigned by park manager.
 4. Adhere to daily work plans per the digital and/or other work order system.
 5. General supervision of public during various events.
 6. Completing various operational, special event related functions, and assisting with daily maintenance of all sporting facilities.
 7. Complete all assigned trainings.
 8. Required to work as gym supervisor during basketball and volleyball season.
 9. Complete custodial tasks including sweeping, taking out trash, cleaning restrooms, etc.
 10. Mowing and trimming.
 11. Ball field maintenance including lining, dragging, and repairing fields.
 12. Assist with landscaping, mulching, weeding, etc.
 13. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 14. Complete any other duties as assigned by the Director of WCPRD.
 15. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- VIII. **Special Work Conditions:**
Mainly outdoors work; nights and weekends; some holiday work required.
- IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and also 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

Witness Signature

Director WCPRD Signature

Date

Date

Date