



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

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- I. **Name of Position:** Park Attendant
- II. **Organization Unit:** Operations – Facilities Divisions - Park
- III. **General Summary:** Park Attendants work nights and weekends following daily work tasks assigned by Park Manager.
- IV. **Qualifications:** Must be 16 years of age; valid drivers' license (preferred). WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Mainly outdoors work; nights and weekends; some holiday work required.
- VI. **Position Wage:** Wage is \$13.00/hour. This is a year-round part-time position in which the employee will work between 20-25 per week.
- VII. **Employee Classification :** Non-Exempt
- VIII. **Essential Job Functions:**
1. Be a team player, exhibiting a positive attitude.
  2. Adhere to work schedules as assigned by park manager.
  3. Adhere to daily work plans per the digital and/or other work order system.
  4. General supervision of public during various events.
  5. Clean equipment on a daily basis.
  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 at a gym facility supervising various recreational events.
  9. Complete custodial tasks including sweeping, taking out trash, cleaning restrooms, etc.
  10. Assist with mowing and trimming, ball field maintenance including lining, dragging, and repairing fields as well as landscaping, mulching, weeding, etc.
  11. Assist manager with routine playground inspections and preventative maintenance.
  12. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
  13. Complete any other duties as assigned by the Park Manager.
  14. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- 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 Director or Assistant Manager of WCPRD.

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WCPRD Employee Signature

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Date

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Witness Signature

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Date

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Director WCPRD Signature

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Date