

## **PARKS AND RECREATION DEPARTMENT**

**A. JOB TITLE – RECREATION AND FACILITIES SEASONAL**

**B. DEFINITION**

Employee will report directly to the Director of Recreation and Facilities for the disc golf and tubing seasons at George Wilson Park. This is a part-time position dependent on the weather and season. Additional duties will include assisting with recreation sports programs for the Mishawaka Parks Department and/or Battell Community Center.

**C. EQUIPMENT USED**

Computer, printer, phone, cash register, broom, mop, toilet brush, snow shovel, walkie-talkie,

**D. JOB LOCATION**

The majority of the job takes place at George Wilson Park. Coverage for special events, youth sports programs and Battell Center office will also be required, locations to be determined.

**E. PHYSICAL REQUIREMENTS**

Employee must be able to stand, walk, and climb stairs, stoop, bend, and lift up to 25 pounds unassisted. The employee must have the ability to accommodate to changing climate including inclement, cold and hot weather conditions.

**F. ENVIRONMENTAL/WORKING CONDITIONS**

Employee will work in a city facility and/or park. They will work indoors and outdoors in various weather conditions year round.

**G. ESSENTIAL FUNCTIONS OF THE JOB**

- Ensure the safety of all patrons in the park
- Identify potential accident hazards
- Be alert, or prevent accidents
- Enforce all policies, rules, and regulations in a consistent manner.
- Respond quickly, intelligently, decisively and in accordance with the established emergency and accident procedures.
- Administer first aid and CPR as necessary (if certified)
- Inspect the facility and report any irregular activity or unsafe conditions/equipment to the Supervisor or Director.

**H. ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Greet customers at the park admissions hut or warming room front counter.
- Perform cash, check, and credit card transactions.
- Answer the telephone
- Supervise activity on the snow-tubing hill and/or disc golf course.
- Perform routine housekeeping tasks to facility and/or park (sweep, mop, cleaning bathrooms, trash removal, snow removal)
- Open and/or close the facility at the beginning and/or end of each scheduled shift.
- Supervise and officiate youth sports games.

**I. REQUIRED KNOWLEDGE AND ABILITIES**

- Available to work nights, weekends, and holidays dependent on the weather.
- Must take responsibility for the well-being of our patrons.
- Basic understanding and ability to use a computer.
- Ability to work unsupervised at times.
- Knowledge of basic sports rules.

**J. QUALIFICATIONS**

- Preferred Qualifications and Certifications
- CPR, First Aid, and AED
- Exhibits dependability, punctuality, teamwork, and enthusiasm.
- Pass a background check and drug screen