

PART-TIME PARK ASSISTANT EMPLOYEE JOB DESCRIPTION

*This is a paid position requiring 10-25 hours per week. This is a general laborer position which includes some office assistance work, but primarily is focused on assisting with events, facility rentals, light cleaning, set up, and other aspects of facilities throughout Hummel Park.

Responsibilities of the Successful Candidate:

- Assisting with facility rentals at Hummel Park
- Assisting with any and all special events as needed
- Setting up and tearing down events as needed
- Assisting with all duties in regards to the park's sports facilities
- Assisting with general maintenance and upkeep of park
- Assisting with indoor and outdoor projects

Selection Criteria:

- The candidate will know and adhere to Hummel Park's rules, regulations, and policies, and be able to convey those to customers and park patrons
- The candidate must maintain a knowledge base of park facilities and have the ability to maintain good rapport with co-workers and the public
- He/she must be extremely dependable and responsible
- The candidate must be able to work up to 25 hours per week
- The candidate must be available to work any day of the week, including limited weekend work. (There will be no hours scheduled between 11:00 p.m. and 8 a.m. on any given day.)
- The candidate must have dependable transportation to and from work
- The candidate must be able to lift up to 50 pounds
- He/she must be able to conduct physical labor as needed (primarily the setting up and tearing down of tables and chairs.)
- The candidate must have a general knowledge of computers and a basic understanding of Microsoft Office
- The successful candidate must have a valid driver's license and pass a background check
- The candidate should be able to safely operate light-duty equipment