

Recreation Specialist I Seasonal Part Time Contractual

General Definition of Work

Performs general technical skilled and support staff assistance to the park manager, facilitating day to day operations of a community park; inputting data, performing transactions, maintaining files and records, conducting day to day operational procedures and perform related work as required. Flexibility required to include days, weekends and holidays as needed. Work is performed under the general supervision of the park manager and RiverPark board of directors. Limited supervision is exercised over volunteers and independent contracted park staff.

This position is a part-time, seasonally structured, contractual obligation that requires flexibility, strong reliability, initiative, work ethic and character. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required and are not necessarily actual functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs duties in accordance with the RiverPark mission, vision and values; encourages and promotes a culture of excellent customer service.
- Performs customer service functions including providing information about programs, park operations, rules and regs
- Maintain accurate records of attendance for park visitation, collect money and make change for various programs, reservations; keep accurate records of financial transactions received.
- Work involves ensuring visitor compliance with Park rules and regulations while maintaining a safe environment.
- Performs opening and closing procedures for facilities, assists with cleaning facilities and reports any maintenance issues.
- Conduct daily safety inspections of park facilities and communicate potential or imminent hazards to management team.
- Assist with set up, breakdown and general execution of programs, events and rentals facilitated by Park management
- Adheres to assigned work schedule as outlined.
- Perform other duties as assigned or required.

Knowledge, Skills and Abilities

General knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with participants, associates and the general public. Possess excellent character, professionalism and moral compass. General knowledge of cash handling procedures, prepare reports and the ability to competently engage in day to day customer service operations of the Park.

Education and Experience

Preferred experience in a customer service environment. Preferred candidate will minimally have high school diploma.

Physical Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 30 pounds of force; work regularly requires sitting, standing, walking lifting, speaking and hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work requires frequent exposure to outdoor weather conditions.

Special Requirements

Possession of CPR and First Aid certification preferred.

Spanish language capability is desirable

Valid driver's license in the State of North Carolina.

Salary: \$13.00+ \$15.00/hr. (based on experience)

How to Apply

Applications may be found at www.cooleemee.org/riverpark You may also apply in person at the Cooleemee Town Hall located in the Zachary House, 131 Church Street, Cooleemee, NC and the Davie County Chamber of Commerce, 135 S. Salisbury Street, Mocksville. To request an application via email, please direct your request to riverpark@cooleemee.org