



## PARK ATTENDANT/STEWARD

<b>Position:</b>	Park Attendant/Steward
<b>Department:</b>	Lake House
<b>Reports to:</b>	Recreation Supervisor-Outdoor Programming
<b>Location:</b>	Lake House
<b>Status:</b>	Seasonal
<b>Hourly Wage:</b>	\$13.17-\$19.49 hourly

### Nature of Work

Under the direction of the Recreation Supervisor-Outdoor Programming, the park steward will provide visitor services, protect park resources, and enhance use through education, and communication. This position will work outdoors for extended period of times in a variety of weather conditions and extensive walking around the trails.

### Essential Functions

- Cautions boaters and park users regarding unsafe areas
- Monitors facilities/parks for user compliance with applicable rules and regulations.
- Patrols parks by foot or motor vehicle to ensure that both natural and man-made hazards are identified and corrected.
- Protects natural resources through resource management practices.
- Interprets rules and regulations relative to the facility/park and its condition.
- Responds to and helps coordinate response to emergencies.
- Reports hazardous conditions which might interfere with safe usage of facility/park; actively manages hazardous situations such as setting up cones in areas that may present danger to the public or to natural resources.
- Reports all accidents to the Recreation Supervisor-Outdoor Programming.
- Interacts with the public to increase awareness of parks rules and regulations.
- Informs patrons of park rules and regulations through education, warnings, and potentially contacting the appropriate authorities.
- Assists with medical emergencies and other incidents (a responsibility for all EPRD site personnel).
- Inspects areas for maintenance needs, vandalism, and other hazards.
- Leads volunteers on work projects (i.e. trail work).
- Provides maintenance services such as trash pick-up and cleaning bathrooms, as needed.
- Represents Evergreen Park & Recreation at various public events.
- Assists in traffic control in parking lots for large events and as needed or directed.
- Assists with events set ups and transitions as needed
- In necessary situations, will be responsible for driving the ranger boat

### Management & Supervisory Duties

- Monitors the activity and the safety of the visitors using the Lake House facility, and amenities.
- Assists supervisors by implementing, overseeing, evaluating and recommending improvements in the day-to-day operations of the program. Is responsible for some elements of supervision over program staff along with the assistance of the Recreation Supervisor-Outdoor Programming.

### Illustrative Examples of Duties

- Exercises leadership over the activities of seasonal and subordinate park rangers and volunteers by:
- Monitors patron activity at the Lake House and directs traffic when needed.



- Greets patrons and responds to customer questions and/or directs them to the person who can answer the question
- Developing or modifying event plans, methods and procedures and determining event priorities and work schedules to provide adequate staff/volunteer coverage.
- Resolving problems encountered during daily operations, documenting situations and providing this information to the appropriate supervisor.

### **Knowledge/Skills**

- Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions for volunteers.
- Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.
- Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.
- Skill in prioritizing and scheduling work to allow for its efficient and effective completion.
- Skill in reviewing work for accuracy and completeness.
- Skill in educating others and working with authorities on enforcing rules and safety regulations.
- Knowledge of District staff, classes and activities.
- Knowledge of website.

### **Abilities**

- Ability to handle problems areas and conduct oneself in a mature, professional manner, with an emphasis on customer service
- Ability to learn CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.
- Ability to work under minimal supervision.

### **Required Training, Experience & Qualifications**

- High school diploma, GED or higher education.
- Minimum two years of experience in a related area that includes interaction with the general public, educating and communicating with others, and park maintenance.
- Current CPR and First-Aid certification within two (2) weeks of hire.
- Current Driver's License with a clean driving record for the last five years excluding minor traffic violations such as two or less speeding tickets.
- Customer service experience and public interaction preferred.

\*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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