

## **Park Attendant (Upper County Park)**

\$12.76/hour; temporary (up to 28 hours per week) positions available.

James City County Parks and Recreation is seeking individuals to perform responsible work assisting in the daily operation of Upper County Park. Applicants should be willing to work flexible schedules, which may include weekend, early morning, late evening, and holiday hours. Selected applicants will be assigned to a designated location, but may be required to work at other locations.

### Responsibilities:

- Assist customers at the counter and over the telephone; collect fees (dependent on park location); and direct patrons to park areas.
- Open and close park; enforce park rules to ensure compliance.
- Maintain the cleanliness of park: empty trash cans; pick up litter, clean rest rooms and shelters; and inspect park to help ensure safe and proper conduct of patrons.
- Perform minor repairs and maintenance to equipment, grounds, and any park structures

### Requirements:

- Any combination of education and experience equivalent to a high school diploma (dependent on assigned location); some work experience which shall have involved assisting the public, general record keeping, and handling money
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess, or be able to obtain within 60 days of hire, certification from the American Red Cross in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child).
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; automated and manual record keeping.
- Ability to communicate with the public and coworkers in an effective, professional, and courteous manner; explain and enforce all policies and rules in an effective manner.

**Accepting applications until 11:59pm EST on 11/30/2019, or until filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**