

Park Attendant – Freedom Park/Upper County Park/Little Creek Reservoir

\$15.74/ hour or higher DOQ. On-Call position available.

James City County Parks and Recreation is seeking self-guided and motivated applicants to perform responsible service work in the daily operation of our award-winning parks. If you enjoy nature, history, sports, and most importantly, working outdoors, here's an exciting employment opportunity for you to get paid to do what you enjoy. The department operates 19 parks, including trails and playgrounds, from Chickahominy Riverfront Park to Jamestown Beach Event Park, Upper County Park to Veterans Park (Kidsburg), and Little Creek Reservoir Park, Freedom Park, James City County Marina, Warhill Sports Complex, the Skate Park, and more. Positions are currently available at Freedom Park, Upper County Park/Little Creek Reservoir and for Park Closers. Applicants must have flexible availability and be available to work evenings and weekends. Candidates should discuss availability during the hiring process.

Responsibilities:

- Assist customers and visitors in-person, through email and over the telephone, and may collect fees for bike and paddle craft rentals, and concession operations.
- Open and close the park; direct visitors to park areas, and monitor activities to ensure compliance with park rules and usage guidelines.
- Maintain the cleanliness of assigned parks that includes emptying trash cans, picking up litter, cleaning restrooms and picnic shelters, and conducting inspections on equipment, grounds, and park structures.
- Perform minor repairs and maintenance on equipment, grounds and any park structures; may be assigned projects, for example, planting flowers, installing and repairing fencing, picnic tables, park grills and signs, painting, supporting park programming, special events, sports tournaments and more.

Requirements:

- Some work experience, which shall have involved assisting the public, general record keeping and handling money.
- Depending on area assigned, must possess, or be able to obtain within 30 days of hire, 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.
- Skill in use of computer software including Microsoft Office Suite.
- 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; operate cash register, general office equipment, word processing equipment and microcomputers as required to accomplish the work assigned; handle money and maintain related fiscal records; maintain moderately complex records; independently apply and carry out policies and procedures within assigned area of responsibility; make mathematical computations with accuracy; follow verbal and written instructions.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 11/03/2023. Cover letters and resumes may also be attached, but a **fully-completed application** is required in order for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>