

American Legion Park Attendant

Description

This position performs routine work assisting in the operation and maintenance of American Legion Park and its recreational facilities. Duties include the issuing of parking violations, light manual work relating to overall cleanliness of the park, and general park maintenance. Ensure that the rules of the recreational area are being followed and observe and control park activities and be available to meet the various needs of the public.

Duties & Responsibilities

Welcomes visitors and answers general questions regarding parking and park use.

The issuing of parking violations

Enforcement of the rules and regulations of the ALP and the applicable bylaws

Assists patrons and supplies general information to the public.

Notifies patrons of events schedules

Ensure users of the gazebo are permitted.

Monitors spectators and participants at recreational activities to ensure orderly conduct.

Opens and/or closes designated facility at assigned hours of operation.

Maintains parks and recreational facilities and all equipment in a clean and safe state.

Inspecting playground equipment, docks, and fields for damage or potential hazards

Works flexible schedule, which may include weekends and holidays.

Performs other related work as required.

Qualifications & Requirements

DESIRED MINIMUM QUALIFICATIONS

A High School degree or GED,

Effective communication skills,

Customer service orientated.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in customer service-related communication skills.
- Ability to deal professionally with residents, co-workers, and Town officials.
- Ability to maintain grounds and facilities in an organized, clean state.
- Ability to obtain CPR certification.
- Ability to be appointed as a parking clerk with the Town of Georgetown

Hours

Looking for Availability Saturday, Sunday and Potential Holidays from 8am-4pm

Salary

\$17.72-\$20.07 per hour

Please send resume along with your contact information to the Following:

Opacheco@Georgetownma.gov