



## Job Description

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**Department:** Park and Recreation **Nonexempt**  
**Job Title:** Parks and Recreation Facilitator - Seasonal  
**Reports to:** Recreation Supervisor/Coordinator  
**Date job description last revised:** April 2021

### **GENERAL DESCRIPTION OF DUTIES:**

Responsible for assisting the general operations of the Department of Parks and Recreation. Facilitators assist in recreational programming and with keeping the parks clean and safe for everyone. Facilitators work predominantly in the Parks acting as "Park Partners" on a daily basis. Administrative duties may be assigned.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Parks and Recreation Director retains the right to modify or change the essential and additional functions of the job at any time.

- Observe users in the park to collect and report data
- Ensure the safety of guests in the parks
- Promote positive public relations with guests to the parks and participants in recreational programming
- Provide/post signage and communications for the Department
- Clean and disinfect common areas
- Drive a ToolCat or city pickup truck
- Inventory, repair, and purchase equipment required for programming and recreational facilities.
- Assist with program registration and collect participant payments through online, in-person, or drop-in processes.
- Performs other related duties as assigned

### **ORGANIZATIONAL RELATIONSHIPS:**

Works under the immediate supervision of the Recreation Coordinator/Supervisor by direction of the Recreation and Aquatics Manager. No supervision is exercised.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong verbal skills
- Ability to work with individuals and groups
- Ability to promote social distancing
- Ability to promote safety
- Ability to clean and disinfect properly
- Capable of receiving and implementing oral and written directions from supervisor

### **EDUCATION AND EXPERIENCE:**

Current First Aid, CPR and AED certifications or ability to obtain them

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

Must be physically fit and able to work in extreme weather outdoors. Must be able to manage multiple participants at a time. Must wear City attire and protection from the elements. Some heavy lifting required.

4/2021