



Job Description

Department: Park and Recreation **Nonexempt**
Job Title: Park Partner
Reports to: Parks Supervisor
Date job description last revised: May 2022

GENERAL DESCRIPTION OF DUTIES:

Responsible for assisting with park upkeep, recreation programming, events, leagues and activities.

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
- Provide/post signage and communications for the Department
- Clean common areas
- Collect trash from cans
- Performs other related duties as assigned
- Drive a golf cart
- Open and prepare facilities for clubs and organizations

ORGANIZATIONAL RELATIONSHIPS:

Works under the immediate supervision of the Recreation Coordinator by the 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:

While performing the duties of this job, the employee occasionally works in high, precarious or confined places and a variety of outdoor weather conditions. The noise level in the work environment is usually moderate.



Must be able to exert up to 100 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Specific sensory requirements include close, distance and peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with arms and hands; speak and hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

May be asked to wear City attire and protection from the elements.

5/2022

Shifts: 4 or 8hr shifts 2 to 5 days a week (Including evenings and weekends - can be subject to change)

Jurisdiction: Alpine Park, Riverside Park, River Trail, Boat Ramp, F-Street Parking Lot and Caboose, Whitewater Park, Scout Hut and Downtown Skate Park.

Programming Duties:

Public Information – Provide a friendly face (possibly masked) to Park users and visitors. Have a good understanding of our Parks and Recreation Department as well as our, Park rules, Trails, and Aquatic Center.

Courts- Lock and unlock basketball, tennis, and pickleball courts when applicable

Recreation- Provide support to the Recreation division with leagues and other summer programming

Events - Assist event volunteers or workers in setting up events, holding events and cleaning up after.

Signage – Be sure signage at the playground and facilities is up to date and in place.

Monitoring – Monitor numbers of park users and any issues with large gatherings of people. Record in the PROST snapshot app.

Cleaning and Sanitation Duties:

Cleaning and/or Sanitizing – Spray down park picnic tables, mutt mitt dispensers, benches, trash can lids, door handles, and bathrooms twice daily.

Trash – Check trash cans, empty full ones to a dumpster, and replace liners. Pick up random trash found in the park, trails, and parking lot.

Bathrooms – Periodically inspect for cleanliness, re-supply TP, sweep, mop, and hose out if needed. Call staff for repairs. Monitor the lift pump.

Trails – Monitor for trash and safety. Remove debris and prune branches. Shovel off excess mud/sand under the bridge and along the trail corridor.

Mutt Mitts – Check and restock Mutt Mitt Dispensers.

Trimming/Pruning – Pick up fallen branches, prune trees, and pull weeds out of the scout hut and other city properties.