

Part-time Park Event Staff

Guilford Township – Hummel Park

REPORTS TO: Park Administrator

CLASSIFICATION: Hourly

DATE UPDATED: March 2018

EXPECTATIONS FOR ALL EMPLOYEES

Support the township's vision and values by exhibiting the following behaviors: excellence, competence, collaboration, innovation, respect, compassion, commitment to the community, accountability and ownership.

JOB SUMMARY

This part-time position requires the performance of work in indoor and outdoor weather of all types. Duties will include general labor, lifting and moving supplies, operation of various machines, including all-terrain vehicles, knowledge of how to use office equipment, including laminator and binding machine, operation of computers and MS Office, locking and unlocking facilities, enforcing rules and regulations, and more.

QUALIFICATIONS

- Ability to perform a variety of tasks
- Ability to understand and work from written and oral instructions
- Ability to be authoritative and enforce regulations
- Hold and maintain a current and valid Indiana Driver's License
- Must be at least 18 years of age and satisfactorily pass a background check
- Must be willing to work any day of the week, including limited weekend work, and various hours, including evenings. No hours will be scheduled between 11:00 p.m. and 7:00 a.m.
- Must be trustworthy and dependable for being at events to open for renters, and securing facilities throughout the park
- Must maintain a knowledge base of park facilities and maintain good rapport with co-workers and the general public

DUTIES AND RESPONSIBILITIES

- Assist with facility rentals and customer service
- Assist with special events and park-sanctioned events
- Set up and tear down event venues as needed
- Office filing and organizational work
- Light cleaning
- Lock and unlock facilities as directed
- Other duties as assigned