

**Town of Lysander
Parks & Recreation Department
315-635-5999**

Job Description:

Position: **Seasonal Part-Time Park Attendant**

Description: The work of this position involves the responsibility of the Parks grounds and facilities, orderly use of recreation facilities, conduct of participants, and issuing and collection of equipment during scheduled work hours within the operating hours of Lysander Park. Under supervision of the Director of Parks and Recreation the individual in this position will be required to work alone nights, weekends and holidays through October 31, self-direct shift duties from a list of routine responsibilities and non-routine assignments provided by the Director or appointed supervisor, and make decisions in the absence of the Director or supervisor that are in the best interest of Lysander Park, it's representatives, and patrons.

Routine Job Activities:

- Enforce Park Rules,
- Monitor scheduled and unscheduled use of all recreation facilities,
- Perform inspection of pavilions, playground, spray park, community room, restrooms, athletic fields and courts, and parking lots,
- Remove trash from park provided containers,
- Pick-up of litter throughout entire property,
- Janitorial cleaning of bathrooms,
- Maintenance including raking of leaves, grass, sand, wood chips, mulch, etc., sweeping of courts, and walking trails, removal of weeds from planting beds, pavement cracks, etc.,
- Answer the telephone, relaying messages and providing directions upon request,
- Issuing and collecting recreation equipment,
- Patrol entire park grounds with the use of provided golf cart so as to make physical contact with coaches or administrators of sports organizations contracted to use the parks athletic fields and courts,
- Help park patrons as seen needed or requested,
- Secure all of the park's facilities and grounds upon closing hours,
- Keep simple records of lists, logs and participation figures,
- Prepare athletic fields and courts for use,
- Other job activities as assigned.

Rate of pay is \$12.50

Non-Union Position

Employment Applications are available at:

Lysander Town Hall; Monday – Friday; 9 AM - 4:00 PM

Lysander Park; Sunday – Saturday; 8:00 AM - 8:00 PM

www.townoflysander.org/departments/parks-and-recreation