

Park and Recreation Department

Assistant to the Parks and Recreation Director

A Winona Lake Limitless Park Assistant to the Parks Director is responsible for assisting with the planning, and delivery of, recreation programs and events. Acts for the Parks and Recreation Director in the event of her absence. **Incumbent position is a Seasonal Employee with specific dates of employment and not eligible for unemployment benefits though this employer during the "off season".*

Supervision Received and Exercised

Assistant to the Parks Director reports to the Parks and Recreation Director and takes direction from the Parks and Recreation Director.

FLSA Status

Duties / Responsibilities

- Supports the Director in the management and maintenance of the Community Senior Center, K21 Splash Pad at Winona Lake Limitless Park, Winona Lake Limitless Park playground, beach, park grounds, Bibler Park playground and park grounds.
- Assists in the design and implementation of large-scale community events.
- Assists with summer program lesson plan design and implementation.
- Assists with summer program lesson plan preparation.
- Maintains inventory of summer program equipment and supplies.
- Handles facility and boat rentals as necessary.
- Responds to public inquiries and complaints.
- Interact with park patrons in a professional and energetic manner.
- Performs a variety of related duties as required.

Requirements

Must be 18 years of age; previous experience working with parks and recreation a bonus but not required.

Schedule

This is a Monday – Friday position, however, some evening and weekend hours may be necessary depending on programs/events.

Hours

Approximately 30-35 hours a week.

Qualifications

- Experience facilitating groups of children and/or working with youth programs.
- Excellent oral and written communication skills.
- Excellent customer service skills.

- High sense of responsibility and dependability.
- Contagious enthusiasm and charisma.
- Strong team player.
- Strong phone and computer skills.
- Accept payments in multiple forms and issue receipts.
- Creative, flexible, and excellent multi-tasker.
- Ability to work in a fast-paced environment.
- Receives and responds to inquiries and complaints from patrons, including listening, investigating, and initiating action to resolve valid complaints.
- Ability to be patient, remain positive, and have FUN!

Physical Demands

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.