



PARK ATTENDANT/STEWARD

Position:	Park Attendant/Steward
Department:	Lake House
Reports to:	Lake House Manager & Outdoor Recreation Specialist
Location:	Lake House
Status:	Seasonal
Hourly Wage:	\$13.17-\$19.49 hourly

Nature of Work

Under the direction of the Lake House Manager and Outdoor Recreation Specialist, the park steward will provide visitor services, protect park resources, and enhance use through education, and communication. This position will work outdoors for extended period of times in a variety of weather conditions and extensive walking around the trails.

Essential Functions

- Cautions boaters and park users regarding unsafe areas
- Monitors facilities/parks for user compliance with applicable rules and regulations.
- Patrols parks by foot or motor vehicle to ensure that both natural and man-made hazards are identified and corrected.
- Protects natural resources through resource management practices.
- Interprets rules and regulations relative to the facility/park and its condition.
- Responds to and helps coordinate response to emergencies.
- Reports hazardous conditions which might interfere with safe usage of facility/park; actively manages hazardous situations such as setting up cones in areas that may present danger to the public or to natural resources.
- Reports all accidents to the Lake House Manager and Outdoor Recreation Specialist.
- Interacts with the public to increase awareness of parks rules and regulations.
- Informs patrons of park rules and regulations through education, warnings, and potentially contacting the appropriate authorities.
- Assists with medical emergencies and other incidents (a responsibility for all EPRD site personnel).
- Inspects areas for maintenance needs, vandalism, and other hazards.
- Leads volunteers on work projects (i.e. trail work).
- Provides maintenance services such as trash pick-up and cleaning bathrooms, as needed.
- Represents Evergreen Park & Recreation at various public events.
- Assists in traffic control in parking lots for large events and as needed or directed.
- Assists with events set ups and transitions as needed
- In necessary situations, will be responsible for driving the ranger boat

Management & Supervisory Duties

- Monitors the activity and the safety of the visitors using the Lake House facility, and amenities.
- Assists supervisors by implementing, overseeing, evaluating and recommending improvements in the day-to-day operations of the program. Is responsible for some elements of supervision over program staff along with the assistance of the Lake House Manager and Outdoor Recreation Specialist.

Illustrative Examples of Duties





- Exercises leadership over the activities of seasonal and subordinate park rangers and volunteers by:
- Monitors patron activity at the Lake House and directs traffic when needed.
- Greets patrons and responds to customer questions and/or directs them to the person who can answer the question
- Developing or modifying event plans, methods and procedures and determining event priorities and work schedules to provide adequate staff/volunteer coverage.
- Resolving problems encountered during daily operations, documenting situations and providing this information to the appropriate supervisor.

Knowledge/Skills

- Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions for volunteers.
- Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.
- Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.
- Skill in prioritizing and scheduling work to allow for its efficient and effective completion.
- Skill in reviewing work for accuracy and completeness.
- Skill in educating others and working with authorities on enforcing rules and safety regulations.
- Knowledge of District staff, classes and activities.
- Knowledge of website.

Abilities

- Ability to handle problems areas and conduct oneself in a mature, professional manner, with an emphasis on customer service
- Ability to learn CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.
- Ability to work under minimal supervision.

Required Training, Experience & Qualifications

- High school diploma, GED or higher education.
- Minimum two years of experience in a related area that includes interaction with the general public, educating and communicating with others, and park maintenance.
- Current CPR and First-Aid certification within two (2) weeks of hire.
- Current Driver's License with a clean driving record for the last five years excluding minor traffic violations such as two or less speeding tickets.
- Customer service experience and public interaction preferred.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

