



Park Service Aide

General Purpose

Responsible for safety and supervision of participants in Town coordinated functions, such as tennis camps or youth summer programs. Responsible for the safety and maintenance of park facilities and enforcement of all park rules and regulations.

Classification Identification

Non-exempt, part time, flexible hours.

Supervision Received & Exercised

This position is supervised by the Parks and Recreation Director. The Park Service Aide does not have supervisory responsibilities.

Essential Duties and Responsibilities

- Concession and cashier duties. Sale of retail products.
- Perform manual work in semi-skilled jobs involving maintenance, repair of buildings and grounds, construction.
- General maintenance and clean up duties at the park such as the emptying of trash and ash tray bins, sweeping, mopping and vacuuming floors, wiping down tables and chairs and other furnishings, replenishing toilet paper and hand towels, and cleaning concession area, restrooms and ball fields.
- Assist with the coordination of recreational activities.
- Enforce safety and other park rules and regulations.
- Ability to get along with others and work effectively with the public and fellow workers.
- Perform related recreational work as required and assigned by the Parks and Recreation Director.
- Maintain high ethical, honesty and moral standards.

Minimum Qualifications

- A High School Diploma or a GED equivalent.
- Must hold a valid motor vehicle operator's license.



- Must possess excellent customer service skills and be able to establish good customer relations. Must have an ability to deal with people effectively, courteously and enthusiastically.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Ability to understand and follow simple, oral and written instructions.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Additional specialized training such as camp instructor, teacher or a related field is desirable.
- Must be fluent in the English language. Spanish is a plus.
- Applicants must also complete all requirements established by the Town of Cutler Bay for employment. This may include, but is not limited to, a comprehensive background investigation and a job-related medical examination including a drug screening test.
- Must be a non-smoker.
- The minimum requirements may be adjusted by the Town Manager based on experience and other qualifications.

Salary

Salary will be based on experience and qualifications. The pay rate for this position is \$10.70 hourly. Application Deadline: Position open until filled.