

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Park Assistant
Department of Recreation and Parks
An Equal Opportunity Employer

Park Assistant FT – Department of Recreation and Parks/Piney Run Park

\$12.50 hourly, 40 hours per week, contractual position February through November 30, 2022

Hours vary and include evenings, weekends, and holidays

This position will remain open until filled.

Piney Run Park is seeking candidates for our Boathouse and Gatehouse operations. The ideal candidate will have exceptional customer service to greet the public and will be required to: collect admission fees, issue daily permits and season passes, provide park information, answer phones, assist in overseeing park recreational activities and other park services, rent boats, sell bait, tackle, and snacks, prepare end of day procedures, and other gatehouse/boathouse duties.

Individuals will also be required to assist park maintenance staff in general building and grounds maintenance, janitorial, and repair work to park facilities, buildings, boats, and grounds. All staff should strive to keep a clean, organized, and safe workplace for other employees and park patrons. The ideal candidate for this opportunity should enjoy the outdoors, working with people and animals, have computer knowledge and strong organizational skills.

See next page for full job description

Qualifications:

1. Must be 18 years of age or older
2. High school diploma or GED
3. Experience in dealing with the public, i.e., retail and food services; experience in elementary maintenance, janitorial, and repair work; or any equivalent combination of acceptable education and/or experience*
4. Valid driver's license
5. Requires a criminal background check as condition of employment
6. CPR, First Aid, Blood Borne Pathogen and AED training (or must obtain within 3 months of employment)

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of Sick and Safe Leave

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 05/17/2022
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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

PARK ASSISTANT (SEASONAL)

GENERAL RESPONSIBILITIES

Collects admission fees and park services, provides park information, and assists in overseeing and controlling park recreational activities. Performs maintenance and repair work to park facilities, buildings, and grounds.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Enforce park rules and regulations, patrol the park on a regular basis to prevent illegal entrance and vandalism, and to minimize chances of fire and safety violations
2. Perform receptionist duties at the gatehouse by issuing daily use permits, season passes, answering phones, greeting the public, cash handling, preparing end of day procedures, and other duties
3. Perform elementary maintenance and janitorial duties, i.e., cleaning comfort stations and trash pick-up, construction and repair duties on park structures and equipment
4. Provide customer service in the boathouse by renting boats and following all boating regulations, sell bait, tackle, ice cream and snacks, weigh fish, and other duties as assigned
5. Perform related duties as to specific assignments
6. Any employee may be identified as Essential Personnel during emergency situations
7. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
8. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Must be 18 years of age or older
2. High school diploma or general education diploma (GED)
3. Experience in dealing with the public, i.e., retail and food services; experience in elementary maintenance, janitorial, and repair work; or any equivalent combination of acceptable education and/or experience *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Apply effective communication and public relations skills
2. Uses elementary maintenance and repair skills
3. Applies rules and regulations of Piney Run Park

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. CPR, First Aid, Blood Borne Pathogen and AED training (or must obtain within 3 months of employment)