

Harris Lake County Park and the American Tobacco Trail EMPLOYMENT OPPORTUNITY



Wake County Parks and Recreation and Open Space Program Operations Park Aide

16-24 hours/week \$8.50-\$11.17/hour

This is a term position with a 1000 hr. cap and no benefits



Primary Duties:

This Park Aide position at Harris Lake County Park / ATT can expect to work closely with our program team to assist with park daily operations, front desk customer service and a variety of program opportunities.

- Assist with park operations which includes opening and closing both of our parks, cleaning restrooms, preparing reserved shelters, pulling trash and recycling around park, ground litter removal and performing janitorial tasks as needed
- Assist with Front Desk Operations by answering phones, responding to customer emails, welcoming visitors and assisting with any park patron needs/questions
- Research, develop and produce educational materials for temporary exhibits and displays
- Organize and present a variety of environmental, recreational and cultural programs for organized groups of all ages and the general public
- Maintain educational equipment and supplies in an organized manner, and to help maintain the program areas
- Perform natural resource management tasks such as gardening, wildlife habitat monitoring and enhancement, natural resource inventories and trail maintenance.
- Enhance the safety of our park patrons by educating and implementing our park rules

Work Schedule:

Typical workdays are 8 hr. shifts with 30-minute lunch break. Morning shift is 7:30am-4pm and closing shift varies throughout year depending on sunset hours. Summer closing shift is 12:45-9:15pm. Half shift options up to 6 hrs. are available. Coverage of morning, evening and weekends hours are shared responsibilities of all staff. Position hours are between 16-24 hours per week. The schedule varies monthly and will include working at least two weekends a month, 7-9 evening shifts and some holiday hours.

This is a perfect introductory position for those wishing practical, on-the-job park experience and career exploration!

Qualifications:

- Computer experience with Microsoft Word, Publisher and Excel helpful.
- Must have a valid driver's license and a "safe" driving record (The "safe" driving record check and the background check are done by Wake County Parks, Recreation and Open Space)
- Must have the ability to obtain first aid/CPR certification (provided upon employment)
- Must pass a background check
- Must be able to provide proof of eligibility to work in the USA.

Apply by emailing completed application to harris.lake@wakegov.com. Application and job description can be found at <http://www.wakegov.com/parks/about/Pages/parttime.aspx>