

# Employment Opportunity

Wake County Division of Parks, Recreation, and Open Space



## Park Aide-Operations and Maintenance

Part-time (16-24 hours per week)

**Position schedule includes weekday, weekend, morning, evening and holiday hours.**



**Hiring Rate: \$11.00 per hour**

### Background:

**Crowder County Park** is a 129-acre environmental park with a pond, trails, playgrounds, and picnic shelters and is located near Holly Springs Rd. and Ten-Ten Rd. **Historic Yates Mill County Park** features the last remaining, operable gristmill in Wake County. The 174-acre historic and environmental park is located 5 miles from downtown Raleigh on Lake Wheeler Rd. The mill is open for tours from March through November. The parks are open 8am to dusk, 361 days per year.

### Primary Duties:

The duties are to work as a team with staff, volunteers, and partner groups at both parks, and to assist with:

- Operating manual and gas-powered landscaping equipment.
- Troubleshooting landscape, structural and equipment issues.
- Performing minor repair work to lawn equipment, etc.
- Visitor services (i.e., opening/closing the parks, answering phones, responding to visitor requests, providing information as needed, restocking and distribution of park publications and public information.
- Perform janitorial and general park maintenance duties.
- Patrol of the grounds and enforcement of park rules.
- Various other duties as assigned by Park Management.

### Qualifications:

All applicants must be at least 18 years old and have a valid NC driver's license. Applicants must have a basic knowledge of park resources, facilities, and be able to perform physical tasks outdoors. The person in this position must be able to exercise tact, maintaining good public relations with park users and others under all circumstances. Flexible scheduling is required, and the position must be willing to work weekends, as well as morning, evening and some holiday hours. Landscaping and basic knowledge of tools used for maintenance, repair and carpentry required. Parks experience preferred. Note that applicants must pass a background check, must provide proof of eligibility to work in the United States and ability to obtain a First Aid/CPR certification. Note: There are no benefits associated with this part time position and this position will primarily be based at Historic Yates Mill County Park.

### How to Apply:

Only Wake County job applications will be accepted. Resumes and cover letters may be attached to the application. A blank job application may be obtained at both Historic Yates Mill County Park or at the Crowder County Park office. Blank applications are in an outdoor brochure holder near both park office doors. Applications must be submitted to either address listed below or emailed to the hiring manager: richard.smith@wakegov.com

### Address:

Wake County Parks, Recreation & Open Space  
C/O Richard Smith, Assistant Park Manager for Operations  
@Crowder County Park, 4709 Ten-Ten Road, Apex, NC 27529

**OR:**

@Historic Yates Mill County Park  
4620 Lake Wheeler Rd.  
Raleigh, NC 27603