



GEAUGA PARK DISTRICT

Position Description

POSITION TITLE: *HEADWATERS BOATHOUSE ATTENDANT (SEASONAL)*

Department: Naturalist
Supervisor: Chief Naturalist
FLSA Status: Non-Exempt
Employment Status: Seasonal/Temporary: Up to 40 hours x 14 weeks
At-Will Employment

SUMMARY:

Under the supervision of the Chief Naturalist and Recreation Specialist oversee loaning of kayaks and canoes to park guests, alert Geauga Park District Ranger staff to safety concerns, provide maintenance of park property and resources at Headwaters Park, assist campers & park visitors by providing information about Geauga Park District and our Geauga County natural resources.

POSITION REQUIREMENTS:

This position minimally requires the following: Minimum age of 16 with schooling certificate required for 16 and 17 year old students if employed during the school term. No Lifeguard duties required of the position, none should be assumed by the employee. Reliable transportation to and from the workplace. A Pre-employment Background Check and Drug Test are required prior to starting employment.

EDUCATION AND/OR EXPERIENCE:

Previous experience in a camp or park setting, optimal.

CERTIFICATES OR LICENSES:

First Aid, CPR/AED Training will be provided by the park district and is required.

REQUIRED TRAINING:

All Geauga County Park District employees may be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace, fire prevention, First Aid, CPR & AED trainings.

Other:

Must be able to work weekends, evenings and holidays as required. Must be able to work under adverse weather conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide the general public with the loaning of kayaks and canoes. Provide our park visitors and guest with kayaks, canoes, paddles, and life jackets. Provide basic instructions on how to utilize these watercraft and equipment.

- Lifting and hauling kayaks and canoes to waters edge
- Advise kayakers of weather and water conditions.
- Being alert to hazardous situations and report same to Geauga Park District Rangers.
- Assists with administering basic first aid.
- Renders assistance, information or service to all park visitors.
- Prepares any reports and paperwork required of position.
- Distributes Park District literature when necessary.
- Monitors and/or reports maintenance concerns with operations department.
- Inspects trails/surrounding park area and assists with litter pick-up and maintenance duties.
- Complies with all safety and health procedures.
- Assists other Park Departments, as needed.
- Familiarizes themselves with park district policies, facilities and public program options related to their position.
- Maintains positive attitude and cooperate with other staff.
- Perform other job-related duties, as assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory duties.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

COMPUTER / EQUIPMENT OPERATED & REQUIRED KNOWLEDGE:

May be required to use internet, email, word processing and other related software programs.
Use of iPad register for payments.

The following are examples only of equipment routinely used and are not intended to be all inclusive:
Experience with kayaks and canoes, optimal but not required.

ADDITIONAL INFORMATION:

KNOWLEDGE:

- Knowledge of basic boating rules and safety.
- Knowledge of Park District's mission and goals.
- Knowledge of local, state and federal laws.

SKILLS:

- Skilled in communications, orally and written.

ABILITIES:

- Ability to follow written and oral instructions.
- Ability to safely use equipment, as required. No driving of park owned vehicles by those under the age of 18.
- Ability to obtain and maintain certification in basic first aid and CPR/AED.
- Ability to work effectively and cooperatively with fellow co-workers and the public, with tact and diplomacy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to perform required physical duties of retrieving items/equipment/tools stored on shelves; and to carry, move or lift equipment, materials and other work related objects: The employee must be able to stand, walk, sit, talk or hear,

use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; routinely required to lift up to 60 pounds and may occasionally be required to lift up to 100 pounds; and is required to be able to use close vision and adjust visual focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This employee works from an indoor facility, but will be required to be outdoors as well.

POTENTIAL HAZARDS:

This employee may be exposed to environmental hazards and adverse weather conditions.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.

The employee is responsible to maintain confidentiality; to follow the chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver’s License as required by the position (no driving if under the age of 18); and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in services and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

AT-WILL EMPLOYMENT:

Geauga Park District (GPD) is an “at-will” employer. This means that GPD may terminate Employee’s employment at any time, with or without cause, and that Employee may terminate Employee’s employment at any time, with or without cause. GPD makes no promise that Employee’s employment will continue for a set period of time, nor is there any promise that it will be terminated only under particular circumstances. No raise or bonus, if any, shall alter Employee’s status as an “at-will” employee or create any implied contract of employment. Discussion of possible or potential benefits in future years is not an expression or implied promise of continued employment.

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This position description in no matter states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If applicable)

Supervisor’s Signature: _____ Date: _____

*An Equal Opportunity Employer
And Service Provider*