

Whitewater Township Parks and Recreation Ranger Job Description

General Description

The Whitewater Township parks and recreation program is operated as a service to the township residents as well as the general public. The parks and recreation ranger serves at the pleasure of and under the general authority of the Whitewater Township Board. He/she shall perform the duties of the parks and recreation ranger under the supervision of the parks and recreation lead ranger and/or manager.

Qualifications

1. Eighteen years of age; high school diploma desirable
2. Ability to work with and communicate with the public with appropriate etiquette and diplomacy
3. Possess money handling skills
4. Possess a valid driver's license to meet travel requirements of the job
5. CPR/first aid certification desirable

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 function.

While performing the duties of this job, the employee must not be adversely affected by lifting or carrying 50 pounds or by pushing or pulling 80 pounds.

Work Environment

While performing the duties of this job, the employee will be frequently exposed to outside weather conditions and occasionally to moving mechanical parts.

Wage

Hourly wage shall be set by the Whitewater Township Board.

Hours of Work

The parks and recreation ranger shall be considered a seasonal employee from mid-May through mid-September with both full-time and part-time positions available. Hours of work shall be scheduled by the parks and recreation lead ranger and/or manager.

Duties and Responsibilities Shall Include, But Not Be Limited To:

1. Greet guests, i.e. campers, boaters and visitors.
2. Maintain a professional demeanor while representing the park and township; be courteous and cheerful to guests.
3. Performs clerical tasks, such as registering campers, assigning campsites and collecting fees, as directed by the parks and recreation lead ranger and/or manager.
4. Handle telephone inquiries.

5. Performs routine maintenance, such as minor mowing, cleaning facilities, minor repairs and painting, as directed by the parks and recreation lead ranger and parks and recreation manager.
6. Be familiar with the parks and recreation program.
7. Be familiar with posted parks and recreation rules and enforce, if necessary.
8. Records hours worked on time sheet.
9. Performs other duties as assigned by the parks and recreation lead ranger and/or manager.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____

Signature: _____