

## **SEASONAL FOR-MAR ATTENDANT**

### **Genesee County Parks and Recreation Commission**

#### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of basic tasks in the daily operation and maintenance of For-Mar Nature Preserve and Arboretum; including greeting visitors, assisting with projects, exhibits and special events, performs retail clerk/ cashier duties. Work is performed under general supervision; performs related work as required.

#### **STATEMENT OF TASKS:**

- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events
- Ensure park visitors comply with all applicable park rules and regulations
- Responsible for a cash drawer.
- Assists in the development, implementation, and maintenance of projects, exhibits and special events
- Performs routine maintenance and custodial duties as assigned

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to understand and carry out oral and written directions
- Ability to maintain good interpersonal relationships and communicate effectively with the public and with other Park staff
- Knowledge of the outdoors or ability to research needed information.
- Ability to perform basic mathematical computations.
- Ability to accurately fill out forms and keep records.

#### **MINIMUM QUALIFICATIONS:**

- Ability to communicate effectively with the public
- Ability to work individually and in a group.
- Ability to read, write, and do basic addition and subtraction math
- Being physically able to perform the work.

#### **SPECIAL REQUIREMENTS:**

- Willing to work outdoors in a variety of weather conditions
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed.
- May be required to wear a prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.

**Notice:** A work permit must be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.