

JOB POSTING
TOWN OF PRINCETON
PARKS & RECREATION

The Town of Princeton is looking for qualified individuals for the part-time position of **SEASONAL PARKS & RECREATION HELPER**. This position has an hourly rate of \$11.00 per hour. Successful CORI check is required as a condition of employment. A complete job description and application are available online at www.town.princeton.ma.us. Please submit an application to the Town Administrator via email to townadministrator@town.princeton.ma.us by Monday, June 5, 2017 at 4:00 PM.

**Town of Princeton, Massachusetts
Position Description**

Position Title:	Seasonal Parks & Recreation Helper	Grade Level:	N/A
Department	Parks & Recreation	Date:	05/03/2017
Reports to:	Parks & Recreation Director	FLSA Status	Non-Exempt

Statement of Duties: Provide manual help to Parks & Recreation Director.

Supervision Required: Works under the administrative direction of the Parks & Recreation Director.

Supervisory Responsibility: None.

Confidentiality: In accordance with the State Public Records law, the employee does not have regular access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury and/or danger to public safety.

Judgment: Work requires the employee to evaluate approach to completing tasks in a timely and effective fashion.

Complexity: Work consists of manual labor.

Work Environment: The work environment involves everyday discomforts typical of outdoor settings. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: The employee may interact with co-workers or the public. More than ordinary courtesy, tact, and diplomacy are required to resolve complaints or deal with uncooperative persons.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in typical outdoor settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for lining 3 soccer fields at Krashes Fields.

Maintenance of bathrooms at the Everett Needham Fieldhouse, including but not limited to cleaning and stocking supplies as necessary.

Checking trash barrels in the fields at Krashes Field (~1 barrel per field) and if necessary taking trash out and re-lining barrel.

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Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High School student or greater. Experience working in parks & recreation field a plus.

Special Requirements:

None

Knowledge, Abilities and Skill

Knowledge: Knowledge of Krashes Field is a plus.

Abilities: Able to communicate effectively and efficiently verbally at all times. Ability to deal tactfully, patiently and appropriately with a variety of people including children. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills. A high level of patience and persistence.

Physical and Mental Requirements

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.

Lifts/moves objects and recreation equipment weighing up to 30 pounds. Must be able to access and traverse all recreational fields and structures. Communicates verbally and in writing. Manually operates all equipment. Vision and hearing at/or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)