COLLINSVILLE AREA RECREATION DISTRICT
10 Gateway Drive, Collinsville, Illinois 62234 • 618-346-7529 • (fax) 618-346-7530
www.CollinsvilleRec.com • info@collinsvillerec.com

Collinsville Area Recreation District
Job Description: Weekend Seasonal Park Worker

Department: Parks

FLSA Status: Non-Exempt/Hourly

Immediate Supervisor: Superintendent of Parks

Salary Range: TBD

Supervises: N/A

Classification: Part-Time/Seasonal

JOB SUMMARY

Under the supervision of the Superintendent of Parks, a Weekend, Seasonal Park Worker is responsible for maintenance of the park facilities operated by the Collinsville Area Recreation District. This position must be available to work flexible hours from Friday through Sunday as assigned.

SPECIFIC DUTIES

- Open and close restrooms according to instructions
- Replenish restroom supplies as needed
- Clean restrooms
- Ensure pavilions are clean and trash cans are emptied
- Ensure pavilion reservation signs are posted
- Empty all trash receptacles throughout parks
- Pick up any and all litter
- Prepare scheduled ball fields to correct specifications
- Secure all areas before leaving, including maintenance facility, vehicles and equipment
- Notify supervisor of unsafe or damaged equipment, facilities, park areas
- Actively support District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program
- Continually observe and evaluate work conditions and work procedures and immediately take corrective action to address and/or report unsafe conditions to supervisor
- Performs other duties as assigned

QUALIFICATIONS

- At least 18 years of age
- Able to lift 40 lbs., climb a ladder (minimum of eight feet), and perform duties as assigned
- Working knowledge of equipment, materials, and supplies used in grounds maintenance
- Ability to work independently and to complete daily activities according to work schedule
- Must be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening
- Must hold valid driver's license

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.