

Park Supervisor Job Description
Part-Time Seasonal

This seasonal position oversees the onsite operations at Brandenburg and/or Pollard Park in close coordination with the Full Time Staff of the Parks, Recreation, and Senior Services Department. Duties include exercising considerable judgment to resolve conflict and provide services in a safe, friendly manner. Park Supervisor oversees basic direction to entrance booth attendants, contractual food operators, umpire services, facility renters, welcoming citizens to the park, and the overall park operations.

Duties and Responsibilities

- Knowledge of park rules and enforcement of rules to all park guests.
- Baseline knowledge of programming and events hosted by the Parks, Recreation, and Senior Services Department.
- Management of employees during cash handling procedures at Brandenburg Park.
- Customer service and communication with park guests in managing concerns and finding solutions to common problems.
- Management of facility rentals.
- Inventory of supplies.
- Splash Pad operations daily.
- Maintaining park cleanliness.
- Weather monitoring and coordination of cancellation policies.
- Overseeing sports programming and facility rentals at Pollard Park.
- Handles emergency situations in conjunction with the Camp Supervisor and ensures that they are reported to the Full Time Staff of the Parks, Recreation, and Senior Services Department.
- Filling out all injury and accident reports for every incident in a timely manner.
- Additional opportunity in working special events during the summer season.
- Additional duties as assigned.
- Station is largely outdoors in all types of weather conditions. Sitting and standing for long periods is to be expected.

Qualifications

- Must be at least 18 years of age
- High School Diploma
- Strong communication, organization, and leadership skills
- Dependable Transportation
- Ability to work weekdays, nights, and weekends during the park season (Memorial Day – Labor Day)
- Ability to work up to 40 hours per week

Starting Wage: \$15 per hour, DOQ

Application Deadline: Open Until Filled

Applications and resumes are accepted online only at: chesterfieldtwp.org. Proceed to the "Services" tab and click "Career Opportunities". <https://chesterfieldtwp.applicantpro.com/jobs/>